

# Worker checklist

## Workplace bullying and harassment

### Actions to take if I believe I am being bullied and harassed

If you are being bullied or harassed at work, you will need to take appropriate steps to report it, which is an obligation of all workers who are the targets of workplace bullying and harassment. See below for a suggested course of action workers can follow.

Document and keep a written record of the incident(s).

Consider the context and surrounding circumstances of each situation.

- |    |   |                              |                             |
|----|---|------------------------------|-----------------------------|
| 1. | I have read my workplace policy statement and procedures on bullying and harassment. I understand how to make a complaint and what to expect in the investigation process.  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | I have read Occupational Health and Safety policy <u>D3-116-1 Worker Duties</u> – Workplace Bullying and Harassment.  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | I am comfortable discussing the situation with the individual(s) involved.  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Can I/we resolve the issue or concern?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. | If the answer was <b>no</b> to questions 3 or 4, then report the situation to the person designated in the employer’s reporting procedures (e.g., the supervisor, Human Resources representative, union representative, or other person). Include a written description and a timeline of events.<br><br>Documentation provided to: _____<br><br>Date of expected follow-up response: _____ |                              |                             |
| 6. | If my employer is the person bullying and harassing me, my reporting options are identified in the employer’s reporting procedures.   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. | If the answer was <b>no</b> to question 6, then I may contact the WorkSafeBC prevention information line to report bullying and harassment by my employer (1.888.621.7233).   |                              |                             |
| 8. | Key people who will support me (including people outside of the workplace):<br>_____<br>_____   |                              |                             |

– adapted from materials published by the Nova Scotia Government and General Employees Union (NSGEU)

## Worker template: how to document incidents of workplace bullying and harassment

**OHS Policy D3-116-1: Workers must report if bullying and harassment is observed or experienced in the workplace.**

The template below is an example of how a worker could document a workplace bullying and harassment incident. It can be adapted to any workplace. A Microsoft® Word version of this form is available at [www.worksafefbc.com/bullying](http://www.worksafefbc.com/bullying). When reporting bullying and harassment incidents or complaints, workers should follow their workplace reporting procedures.

Date, time, location	People involved (include witnesses)	Describe the situation (words, tone, actions, etc.) and the impact (humiliated, intimidated, etc.)