

Bullying prevention improvement tool

How to use this tool

Step 1: Please tick one response in each row that most applies to your company.
– Use the row number to refer to the corresponding Guide sheet for additional help.

Step 2: Identify your rating – the zone with the most ticks in green, amber or red – then refer to Advice sheets for additional support.

>> Management commitment

1	<input type="checkbox"/> Manager(s) and worker responsibilities clearly identified, understood and acted upon.	<input type="checkbox"/> Responsibilities identified but not understood or operating effectively.	<input type="checkbox"/> No clear identification or understanding of responsibilities.
2	<input type="checkbox"/> Sufficient resources allocated to meet responsibilities.	<input type="checkbox"/> Insufficient resources allocated to meet responsibilities.	<input type="checkbox"/> No resources allocated to meet responsibilities.
3	<input type="checkbox"/> Manager(s) always promote prevention of bullying as a high priority.	<input type="checkbox"/> Prevention of bullying behaviour not always a priority.	<input type="checkbox"/> Prevention and management of bullying behaviour not a priority.
4	<input type="checkbox"/> Manager(s) involved in all prevention and management of bullying behaviour initiatives.	<input type="checkbox"/> Limited involvement of manager(s) in prevention and management of bullying behaviour initiatives.	<input type="checkbox"/> No initiatives to prevent/manage bullying.
5	<input type="checkbox"/> Manager(s) always lead(s) by example.	<input type="checkbox"/> Manager(s) do not always lead by example.	<input type="checkbox"/> Manager(s) set a poor safety example.

>> Consultation

6	<input type="checkbox"/> Agreed consultation arrangements are always used to discuss bullying issues and are working effectively.	<input type="checkbox"/> Consultation arrangement in place but not working effectively.	<input type="checkbox"/> No consultation arrangement in place.
7	<input type="checkbox"/> Workers are always involved in decisions and developing policy and procedures.	<input type="checkbox"/> Workers not always involved in decisions and developing procedures.	<input type="checkbox"/> No involvement of workers in decisions and developing policy and procedures.
8	<input type="checkbox"/> The views of workers are always valued and taken into account.	<input type="checkbox"/> Workers views not always valued or taken into account.	<input type="checkbox"/> Workers views not valued.

>> Policy and procedures

9	<input type="checkbox"/> All bullying risks have been promptly assessed.	<input type="checkbox"/> Only some bullying risks have been assessed.	<input type="checkbox"/> Bullying risks not assessed.
10	<input type="checkbox"/> Policy and procedures developed and implemented.	<input type="checkbox"/> Limited development and implementation of policy and procedures.	<input type="checkbox"/> No policy and procedures developed.
11	<input type="checkbox"/> Workers involved in developing procedures.	<input type="checkbox"/> Limited involvement of workers in developing policy and procedures.	
12	<input type="checkbox"/> Procedures followed in day-to-day operations.	<input type="checkbox"/> Policy and procedures developed but not always followed in day-to-day operations.	
13	<input type="checkbox"/> Procedures are reviewed.	<input type="checkbox"/> Policy and procedures not reviewed.	

>> Training and supervision

14	<input type="checkbox"/> Induction includes bullying prevention.	<input type="checkbox"/> Induction on bullying prevention inconsistently applied.	<input type="checkbox"/> Workers not inducted.
15	<input type="checkbox"/> All workers trained in bullying prevention policy and procedures.	<input type="checkbox"/> Training on bullying prevention policy and procedures inconsistently applied.	<input type="checkbox"/> No training provided.
16	<input type="checkbox"/> All workers understand policy and procedures and demonstrate knowledge.	<input type="checkbox"/> Some workers not able to demonstrate they understand policy and procedures.	<input type="checkbox"/> Workers not made aware of bullying policy and procedures.
17	<input type="checkbox"/> All workers are supervised to ensure policy and procedures are followed.	<input type="checkbox"/> Supervision does not always result in policy procedures being followed.	<input type="checkbox"/> Workers' understanding of policy and procedures is not checked.

>> Reporting

18	<input type="checkbox"/> Procedures for reporting issues and incidents are developed and are always followed.	<input type="checkbox"/> Reporting procedures developed but not always followed.	<input type="checkbox"/> No reporting procedures.
19	<input type="checkbox"/> All bullying issues and incidents are reported and acted upon, including notifications required to WorkCover.	<input type="checkbox"/> Some incidents reported, but follow-up action limited.	<input type="checkbox"/> Bullying incidents not reported.
20	<input type="checkbox"/> Procedures and training are always reviewed following incident reports.	<input type="checkbox"/> Procedures and training are not always reviewed following incident reports.	<input type="checkbox"/> No review of procedures and training following incidents.

>> Injury management

21	<input type="checkbox"/> All injuries are reported to Scheme Agent within 48 hours.	<input type="checkbox"/> Not all injuries reported to Scheme Agent within 48 hours.	<input type="checkbox"/> No injuries reported to Scheme Agent within 48 hours.
22	<input type="checkbox"/> Workers informed of the return to work program, including procedures in the event of an injury or illness.	<input type="checkbox"/> Workers not aware of return to work program procedures.	<input type="checkbox"/> No return to work program or plans.
23	<input type="checkbox"/> Return to work plans implemented for injured workers when required and are effective in getting injured workers to return to work.	<input type="checkbox"/> Return to work plans is not effective in getting injured workers to return to work.	<input type="checkbox"/> Workers not assisted to return to work after an injury.
24	<input type="checkbox"/> Designated return to work coordinator appointed.	<input type="checkbox"/> Designated return to work coordinator appointed.	<input type="checkbox"/> No designated return to work coordinator appointed.

Each tick in the green zone means you are more likely to be compliant.

MONITOR AND REVIEW TO CONTINUALLY IMPROVE.

Each tick in the orange zone means you are increasing your level of compliance.

BUT YOU STILL HAVE WORK TO DO.

Each tick in the red zone means you are less likely to be compliant.

ADDRESS THESE AREAS IMMEDIATELY.

Date