



## PREVENTION OF BULLYING AT WORK TRAINING

Victoria's Occupational Health and Safety Act 2004 is designed to ensure the health and safety of everyone at the workplace. Employers have a duty to provide, so far as is reasonably practicable, a working environment that is safe and without risks to health.

Workplace bullying constitutes a significant threat to the health, safety and welfare of people in the workplace and potentially has wider implications for employers, including reduced productivity, low morale, and increased absenteeism and staff turnover

This workshop demystifies the notion of 'work related bullying' by providing participants with the necessary knowledge regarding legal and duty of care obligations, how to proactively identify and characterize bullying, and prevention tools to ensure the organisation maintains a culture where such behaviours are not tolerated and are promptly addressed.

### Learning outcomes:

On completion of this program participants will be able to:

- Define bullying and explain its significance as an OHS issue
- Outline the effects of bullying on the individuals performance and the workplace
- Identify stressors in the workplace
- List strategies for the management of workplace bullying
- Legal options
- Who to contact for further information on the subject.

**Duration:** 3 hours

**Aims:** To provide participants with the required awareness, knowledge, and skills to prevent bullying in the workplace.

**Target Audience:** Managers, Supervisors, Health & Safety Representatives, Team Leaders & Employee's.

**Mode of Delivery:** Individual and group exercises; Group discussions; Facilitator-led presentations; Skills practice sessions

### Content:

- Defining bullying
- What bullying is not
- How the legislation is applied
- Workplace responsibilities
- Preventing bullying — consultation, creating awareness, developing policies and procedures, building commitment, inform, instruct and train, identify risk factors, responding to incidents/reports, resolution
- Where to get help and advice

**Delivered by:** Experienced Occupational Health and Safety Practitioners previously holding a Senior Inspector WorkSafe Victoria position for 20 years.

**Prerequisites:** None

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