

Most provinces require employers to systematically conduct hazard assessments and identify the potential for psychological hazards.

Employers must:

- Assess work sites and identify existing or potential hazards.
- Prepare written and dated hazard assessments.
- Review hazard assessments periodically and when changes occur to the task, equipment or work environment.
- Take measures to eliminate or control identified hazards.
- Involve workers in the hazard assessment and control process.
- Make sure workers and contractors are informed of the hazards and the methods to eliminate or control the hazards.

Workplace bullying and harassment include:

- Threatening, belittling, and making offensive jokes.
- Unrealistic workloads.
- Unsolicited and unwelcome conduct, comments, gestures or contact which cause offence or humiliation.
- Physical or psychological harm that creates fear or mistrust, or which compromises and devalues the individual.

CHALLENGE

All hazard assessments include identification of potential hazards for jobs and tasks at each work site. Employers should also consider including workplace psychological hazards that can result in harm to workers and strive to reduce the causes and mitigate the impacts. How do we include evaluating risks, identify and control psychological hazards and determine appropriate controls?

HAZARD ASSESSMENT PROCESS

Consider which workplace psychological hazards could result in harm to workers, and then reduce the causes and mitigate the impact by using accepted hierarchy of controls.

1. **Hazard identification and assessment:** Each hazard should be assessed for level of risk it presents.
2. **Hazard controls:** The most effective control is elimination of the hazard and should be considered first before using other controls. The next control strategy is the use of engineering or design controls and, finally, administrative controls.
3. **Communicate information** to workers and to the applicable joint health and safety committee and provide training.
4. **Develop procedures** to minimize worker exposure and provide training on those procedures.
5. **Evaluate** the effectiveness of controls and modify them as required.

WHAT CAN SUPERVISORS DO?

- Be familiar with provincial regulations for bullying and harassment, hazard assessments and include psychological risks and mitigation.
- Maintain situational leadership, task pace and individual workloads.
- Make sure all workers are aware of the organization's policies and code of conduct.
- Ensure workers know that bullying is not tolerated.
- Be a "respect leader". Set a good example and model respect.
- Provide educational sessions for all workers to help identify and encourage the reporting of bullying or harassment.
- Investigate all reports of bullying or harassment and develop and use intervention strategies.
- Stop, disrupt and correct any bullying or harassing behaviours immediately.
- Document all attempts to address bullying behaviour.

WHAT CAN WORKERS DO?

- Be familiar with your employer's policy and procedures for a respectful workplace and follow the code of conduct.
- Be a "respect leader" and stop bullying or harassment when you hear it.
- Take reasonable care and cooperate with your employer to protect the health and safety of yourself and other workers.
- Participate with the joint health and safety committee on hazard assessments. Discuss risks and understand appropriate controls.

PRESENT LIKE A PRO

Before you begin:

Review this material and make sure you understand it and how the topic can be applied to the workplace.

Anticipate questions and be prepared to answer/discuss them.

If you're not able to answer a question, let the person know you will find the information and make sure you follow up.

Consider the audience and their experience with the topic (i.e. how familiar are they with the topic or the terms being used?).

Challenge the group:

Ask the group if anyone has experienced these situations at the workplace and how it affected them.

Challenge the group to identify and assess psychological hazards and develop appropriate controls to bullying and harassment at their work site.

Ask for their and strategies to help reduce stressors at the workplace.

REFERENCE

[Government of Alberta - Best Practices for the Assessment and Control of Psychological Hazards](#)