

## Workplace harassment prevention procedures

This worksheet may help to develop the harassment prevention procedures for your workplace.

| <p>Company name:</p> <p>Date:</p>   |   |
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| Elements of harassment prevention   | Procedures<br><i>(Use the questions and tips below to help develop effective procedures)</i>  |
| <p><b>Hazard identification and assessment</b></p> <p><i>(Hazard identification and assessment is at the foundation of preventing injuries and illness - it is also a requirement under the Alberta OHS Code, part 2)</i></p> | <p><i>(Is the health and safety committee or representative involved in the hazard assessment and control process? If your work site is exempt from having a committee or representative, are workers involved in the process? As part of the company's hazard assessment process, are existing and potential hazards relating to harassment identified?)</i></p> <ul style="list-style-type: none"> <li>• <i>review the hazard assessment and control forms completed for each job or position, while considering the hazard of harassment)</i></li> </ul> |
| <p><b>Identify controls to prevent workplace harassment</b></p> <p><i>(Using the results of the hazard assessment, determine possible controls for the hazards identified)</i></p>  | <p><i>(Are measures put in place to eliminate or control each hazard identified in the company's hazard assessment?)</i></p> <ul style="list-style-type: none"> <li>• <i>refer to the hazard assessment and identify measures to eliminate or control each hazard</i></li> <li>• <i>information of hazards and controls can be used to develop safe work procedures for each job or position)</i></li> </ul>  |
| <p><b>Develop safe work procedures</b></p> <p><i>(Detailed work procedures provide workers information they need relating to harassment at the workplace)</i></p>   | <p><i>(Do the safe work procedures address the hazards and controls identified for each job or position?)</i></p> <ul style="list-style-type: none"> <li>• <i>refer to the company's hazard assessment and control when developing or updating safe work procedures)</i></li> </ul>   |

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| <p><b>Report incidents</b><br/>(Procedure for how, when and to whom)</p>                                      | <p>(Do the procedures include details for workers to know how to report an incident, when they should report and to whom they report?</p> <ul style="list-style-type: none"> <li>• include information such as the company's incident reporting form or other reporting mechanisms (e.g. verbal)</li> <li>• the type of information to be collected (e.g. details of the incident including date(s), frequency, location(s), name(s) of the worker and others involved in or witness(es) to the incident, any supporting documents)</li> <li>• designate the reporting contact person of incidents or complaints</li> <li>• the person designated as the reporting contact should not be under the direct control of the alleged harasser</li> <li>• the person designated as the reporting contact should not be the alleged harasser of the worker</li> <li>• advise the worker to report to the police as appropriate)</li> </ul>   |
| <p><b>Investigate and document incidents</b><br/>(Who is responsible for follow-up and what that entails)</p> | <p>(Are all reported incidents of workplace harassment documented and investigated? Do the procedures include guidance on confidentiality and disclosure of information?</p> <ul style="list-style-type: none"> <li>• identify who is responsible to conduct the investigation (e.g. internal or external investigator)</li> <li>• set target timeline to complete an investigation (e.g. within 90 days)</li> <li>• detail the investigation process (e.g. interviewing parties involved, opportunity for alleged harasser(s) to respond to the allegations, collect and review any relevant documents, etc.)</li> <li>• how are the corrective actions being implemented</li> </ul>  |
| <p><b>Informing parties involved</b><br/>(Procedures for how, when, what and to whom)</p>                     | <p>(How and when will the parties involved be informed of the results of the investigation and corrective action to be taken? Who will be informed? What information will be disclosed? Do the procedures include guidance on confidentiality and disclosure of information)</p> <ul style="list-style-type: none"> <li>• identify who are the parties involved (e.g. the complainant, the person alleged to have committed the harassment, union officials who make the complaint)</li> <li>• employer will not disclose the circumstances related to the incident or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law</li> <li>• include guidance on what can be disclosed that is in line with the established policy)</li> </ul> |

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| <p><b>Worker support</b><br/><i>(Assistance to worker after an incident)</i></p>   | <p><i>(What supports are available to workers?)</i></p> <ul style="list-style-type: none"> <li>● <i>advise worker to consult a health professional of the worker's choice for treatment or referral</i></li> <li>● <i>information about the employee assistance program (EAP) as a source of support</i></li> <li>● <i>workers are entitled to wages and benefits for the time they receive treatment)</i></li> </ul>  |
| <p><b>Worker communication and training</b><br/><i>(Who gets what training, when?)</i></p>   | <p><i>(How are the workers trained? Does the training include policy and procedures, recognizing hazards, controlling hazards, reporting incident, obtaining worker assistance/support, investigating and documenting incident?)</i></p> <ul style="list-style-type: none"> <li>● <i>workers may be trained during orientation in the company's workplace harassment prevention policy and procedures</i></li> <li>● <i>ongoing training is provided, as new work processes or conditions arise, or when new hazards are identified)</i></li> </ul>  |
| <p><b>Program administration and continuous improvement</b><br/><i>(Document, review and revise of the harassment prevention plan)</i></p> | <p><i>(Are all aspects of the harassment prevention plan tracked and maintained? What is the process for reviewing and revising of the plan?)</i></p> <ul style="list-style-type: none"> <li>● <i>the harassment prevention plan is readily available to workers</i></li> <li>● <i>record-keeping of incidents, investigations, worker training, etc.</i></li> <li>● <i>have a process to review and revise the plan</i></li> <li>● <i>involve the health and safety committee or representative when review and revise the plan</i></li> <li>● <i>if the work site is exempt from having a committee or representative, involve workers in the process</i></li> <li>● <i>consider monitoring trends for continuous improvements to the plan)</i></li> </ul> |