WORKPLACE FEATURES ASSESSMENT TOOL

This assessment was developed by the New South Wales Government WorkCover and amended for New Zealand use. Tick the box in each row and column that most applies to your workplace. The green, amber or red zone with the most ticks will identify your rating and show you whether, or how much, you need to make improvements.

Management Commitment		
1.	Manager and worker responsibilities clearly identified, understood and acted on.	Responsibilities identified but not understood or operating effectively.	No clear identification or understanding of responsibilities.
2.	Sufficient resources allocated to meet responsibilities.	Insufficient resources allocated to meet responsibilities.	No resources allocated to meet responsibilities.
3.	Managers always promote prevention of bullying as a high priority.	Prevention of bullying behaviour not always a priority.	Prevention and management of bullying behaviour not a priority.
4.	Managers involved in all prevention and management of bullying behaviour initiatives.	Limited involvement of managers in managing bullying prevention initiatives.	No initiatives to prevent/manage bullying.
5.	Managers always lead by example.	Managers do not always lead by example.	Managers set a poor safety example.

Consultation		
6.	Agreed consultation arrangements are used to discuss bullying issues and work effectively.	Consultation arrangement in place but not working effectively.	No consultation arrangement in place.
7.	Workers are always involved in decisions and developing policy and processes.	Workers not always involved in decisions and developing policies and processes.	No involvement of workers in decisions and developing policy and processes.
8.	The views of workers are always valued and taken into account.	Workers' views not always valued or taken into account.	Workers' views not valued.

Policy and Processes		
9.	All bullying risks have been promptly assessed.	Only some bullying risks have been assessed.	Bullying risks not assessed.
10.	Policy and processes developed and implemented.	Limited development and implementation of policy and processes.	No bullying policy and processes developed.
11.	Workers involved in developing policy and processes.	Limited involvement of workers in developing policy and processes.	No bullying policy and processes developed.
12.	Policy and processes followed in day-to-day operations.	Policy and processes developed but not always followed in day-to-day operations.	No bullying policy and processes developed.
13.	Policy and processes are reviewed.	Policy and processes not reviewed.	No bullying policy and processes developed.

Training and Supervision

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

Reporting

18.	Processes for reporting issues and incidents are developed and are always followed.	Processes for reporting issues developed but not always followed.	No reporting processes.
19.	Survey results indicate that the majority of bullying incidents are reported. All reports are acted on.	Survey results indicate that only some bullying incidents are reported. Follow-up action is limited.	Survey results indicate that bullying incidents are not reported.
20.	Processes and training are always reviewed following incident reports.	Processes and training are not always reviewed following incident reports.	No review of processes and training following incidents.

Injury Management

21.	All injuries are reported promptly.	Not all injuries are reported, or aren't reported promptly.	No injuries are reported.
22.	Workers are informed of the return to work programme and process, in the event of an injury or illness.	Workers not aware of the return to work programme and processes.	No return to work programme or plans.
23.	Return to work plans are implemented for injured workers when required and are effective in getting injured workers back to work.	Return to work plan is not effective in getting injured workers back to work.	Workers not helped to return to work after an injury.
24.	Designated return to work coordinator is appointed.	Designated return to work coordinator is appointed.	No designated return to work coordinator appointed.

● Each tick in the green zone means you are likely to have a healthy workplace. **Monitor and review to continually improve.**

● Each tick in the orange zone means you are increasing your bullying prevention processes. **But you still have work to do.**

● Each tick in the red zone means you are less likely to have good bullying prevention processes. **Address these areas immediately.**