TOOL TYPE	QUESTIONNAIRE	LAST REVIEWED	05/17/13
GEOGRAPHY	ALL	SOURCE:	PSHSA

WORKPLACE BULLYING SELF-ASSESSMENT QUESTIONNAIRE

BENEFITS

Workplace bullying has become all too common in Canadian workplaces. This conduct impacts everyone in the workplace, including both the direct victims and **co-workers who observe or know about what's happening to their colleagues**. Companies have a duty to protect workers from bullying on the job. (In fact, WorkSafeBC just released **new bullying and harassment policies**.) But a company's culture can allow and even unintentionally encourage workplace bullying.

HOW TO USE THE TOOL

Management and supervisors set the tone for the workplace. So ask them to take this questionnaire to assess their own conduct, which impacts the company's culture and could allow or encourage bullying. Stress that it's important that they complete the questionnaire honestly. The results will help identify areas needing work in order to build a culture of dignity and respect.

OTHER RESOURCES:

PSHSA's **Workplace Bullying Handbook**

Workplace Violence Compliance Centre

Go to **Safety Smart** for safety talks on **not letting bullying poison the workplace** and **coping with workplace bullies**. Not a subscriber to SafetySmart? Sign up for a **free trial**.

WORKPLACE BULLYING SELF-ASSESSMENT QUESTIONNAIRE

	SOMETIMES	MOST OF THE TIME	ALWAYS
PEOPLE FOCUS			
Do you give people personal responsibility?			
Do you actively seek out the views of others?			
Are you committed to team development?			
Do you instill confidence in others?			
Do you encourage open feedback and debate?			
PERSONAL INTEGRITY			
Do you do what you say you'll do?			
Do you show respect to everyone?			
Can you say sorry when you've made a mistake?			
Are you open and honest about your mistakes and do you learn from them?			
Are you fair in all your dealings with others?			
VISIBILITY			
Do you actively promote an open door approach?			
Do you champion a culture of respect and dignity?			
Are you available to listen to the views of others?			
Are you prepared to talk to customers and clients about the need for respect and dignity at work?			
Have you put building a culture of dignity and respect on your main agenda?			
PROMOTING STANDARDS			
Do you establish individual and team goals?			
Do you give personal recognition to others?			

THIS TOOL AND HUNDREDS MORE AVAILABLE IN THE OHS TOOLBOX AT www.ohsinsider.com

Do you use feedback and coaching constructively?			
Do you schedule regular time for improving interpersonal relationships?			
Are you constantly looking for opportunities for improvement?			
CHALLENGING THE STATUS QUO			
Do you openly challenge unacceptable behaviour?			
Do you seek out prejudiced attitudes?			
Do you critically examine policies and procedures to make sure that they're fair to everyone?			
HOW DID YOU DO? ADD UP THE TICKS IN EACH COLUMN			
Multiply each column total by the appropriate weighting factor	0	2	5
Sub-totals			
TOTAL SCORE (Maximum total score possible: 125)			

If you scored:

0–50 You don't yet understand what's needed to create a culture of dignity and respect.

51–75 You have some awareness of requirements but significant effort is still needed.

76–100 You have reasonable skills in creating a culture of dignity and respect.

101–125 You have excellent skills in creating a culture of dignity and respect.