



HARASSMENT INCL. SEXUAL HARASSMENT

RISK MANAGEMENT

Risk Management involves identifying potential risks, assessing their likelihood and impact, and developing strategies to mitigate or control them. It is a proactive process that seeks to prevent risks from occurring or minimise their impact if they do occur.

No person should be injured in their workplace, including psychological injury. To meet their duties to ensure health and safety, employers must identify and eliminate or minimise psychosocial risks so far as is reasonably practicable. How long (duration), how often (frequency) and how significantly (severity) workers are exposed to psychosocial hazards impacts the level of risks. Hazards interacting or combining with each other may also impact this. Further guidance on the risk management process is available in the Code of Practice: [How to manage work health and safety risks](#). For more information on the risk management process for psychosocial hazards, please view [Section 2 of the Model Code of Practice](#).

Mind Your Head advocates for *prevention* – that is, identifying risk, implementing or changing systems to prevent worker harm or injury *before it occurs*.

Examples of Risk Management Strategies for Harassment including Sexual Harassment include:

- **Establish a strong commitment to a respectful workplace:** Develop a clear and comprehensive policy statement that explicitly condemns all forms of harassment, including sexual harassment. Clearly communicate the organisation's commitment to maintaining a safe and respectful work environment.
- **Create a robust policy:** Develop a comprehensive anti-harassment policy that outlines what constitutes harassment, the reporting procedures, and the consequences for offenders. Ensure the policy is accessible to all employees and regularly communicated and reinforced.
- **Provide education and training:** Conduct regular training sessions to educate employees about harassment, its impact, and the organisation's policies and procedures for reporting and addressing incidents. Training should cover prevention strategies, bystander intervention, and promoting a culture of respect.
- **Encourage reporting and provide support:** Establish multiple reporting channels, both formal and informal, for employees to report incidents of harassment. Assure employees that their complaints will be taken seriously, investigated promptly, and kept confidential. Provide support mechanisms such as counselling services or Employee Assistance Programs (EAPs) for affected employees.



- **Implement a thorough investigation process:** Develop clear procedures for investigating harassment complaints that ensure fairness, impartiality, and confidentiality. Train designated personnel or establish an investigation team to handle complaints professionally and efficiently.

WAYS TO MANAGE RISKS

Consult workers and HSRs. Establish Health and Safety Committees with at least 50% representation from workers. Encourage feedback, especially on any changes.

Consider how long, how often and how severely workers are exposed to hazards. The longer, more often and worse the low job control, the higher the risk that workers may be harmed.

Utilise surveys and tools to assess psychosocial risks in the workplace, particularly for businesses with over 20 employees.

Establish a system for workers to report their concerns, while ensuring anonymity and treating their concerns with respect and seriousness to encourage reporting.

Observe work and behaviours, such as prolonged work duration, excessive paperwork, or customer frustration, which may indicate low job control.

Review available information, including employee retention, incident reports, complaints, time-off records, injuries, incidents, and workers' compensation to identify potential hazards.

Identify other hazards present and evaluate how they may interact or combine to create new, heightened risks. For instance, low job control could pose a greater risk in workplaces with high job demands if workers are unable to take breaks or switch tasks to manage fatigue. Finally, consider the duration, frequency, and severity of workers' exposure to hazards, as prolonged and severe exposure to low job control could increase the risk of harm.