

Tool Box Talk



Harassment

February 2018

There is a strong connection between the health and well-being of people and their work environments. When people feel valued, respected and satisfied in their jobs and work in safe, healthy environments, they are more likely to be more productive and committed to their work. When the workplace is unsafe, stressful or unhealthy, ultimately both the organization and the employees are hurt.

Harassment

According to the Canadian Centre for Occupational Health and Safety, workplace bullying and harassment usually involves a pattern of behaviours that mentally hurt or isolate a person, and can be both obvious and subtle. Workers who are being targeted can be subjected to any combination of rumours, intimidation, threats, belittling, and profanity, among other actions.

Harassment has the potential to occur at any time and any place and by any one. Two key components to preventing harassment are: 1. being aware of one's actions, words, gestures and behaviors and the impact they can have on another person; and 2. although there are times when someone can unintentionally cause another to feel harassed, it is important to take personal responsibility for one's own behavior and to hold one's self and others accountable.



What To Do

- First clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
- Where this cannot be done, or is unsuccessful, report the alleged harassment to one of the persons designated to receive complaints of harassment, namely, the leadership or management team in your organization or someone in human resources.

History of Pink Shirt Day

Pink Day started in 2007, when a grade nine student in Cambridge, NS was bullied by classmates for wearing a pink shirt. Taking notice, two students rallied their peers to send a message to the bullies. The next day, the halls were filled with students in pink t-shirts.

Red Cross Pink Shirt Day started because two boys chose to do something about bullying rather than stand by and watch it happen. Now the movement is worldwide, educating and inspiring others to stand together and take action against violence and bullying.

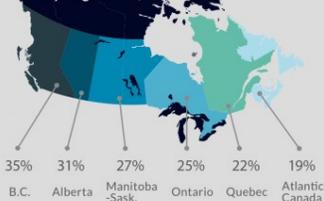


Who are targets of harassment?

By Gender



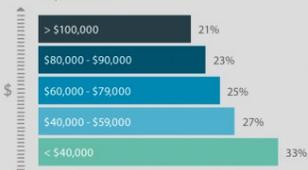
By Region



By Occupation



By Income



Who is responsible for harassment?



Source: https://smith.queensu.ca/insight/articles/bullies_beware



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How To Use This Resource

When accidents and incidents happen on the jobsite we are always quick to point the finger at lack of training, not following practices or procedures, or even improper supervision. The idea that the hazards and dangers associated with the job were not properly communicated to all of the workers, is often missed.

Tool Box Talks can go by many names and although formats may vary, these meetings all serve one purpose to - inform employees and contract workers. Tool Box Talks are short, Informal, meetings between management and the workers on a jobsite. The goal of these meetings is to reinforce current safe job procedures, inform workers of new and/or relevant procedures, review recent safety violations/incidents, and ensure workers are up to date on the Information required to complete their work safely.

Always use a Tool Box Talk form to record the meeting topic, date, who was in attendance and any follow up actions to be taken. Not only do these forms help with consistency of record keeping but they also ensure that nothing is missed. At the end of the meeting have management sign off on the form.



One of the most important aspects of a Tool Box Talk is giving workers an opportunity to voice their concerns and ask questions. All employees have a right to participate in health and safety as it relates to their work and it is the supervisor or manager's responsibility to create an environment for them to do so. Once the meeting is over, and the form is filled out, it should be filed with other documented Tool Box Talks. Remember that Tool Box Talks are short and informal, they are not meant to be intimidating. Use the opportunity to have fun, and stay on top of what is necessary to keep safety culture a strong part of the business.

For a full listing of Tool Box Talk topics, visit: www.scsaonline.ca/resources/tool-box-talks

For a copy of the Tool Box Talk form, visit: www.scsaonline.ca/pdf/Tool_Box_Meeting.pdf

ABOUT THE SASKATCHEWAN CONSTRUCTION SAFETY ASSOCIATION

The Saskatchewan Construction Safety Association (SCSA) is an industry-funded non-profit organization that provides cost-effective, accessible safety training and advice to employers and employees throughout the province. Companies that are registered with Saskatchewan Workers' Compensation Board (WCB) and fall under the CLASS B – BUILDING CONSTRUCTION rate class are members of the SCSA. SCSA members and supporter members receive preferred pricing on classroom training year-round. The SCSA equips more than 10,000 workers each year with the education and training they need to achieve their organization's safety goals.



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