

# Safety FOCUSED

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## Responding to Workplace Violence

Anytime tempers flare or aggressive behavior is not addressed, the risk of workplace violence increases. Read on to learn some helpful preventive tips.

## The Impact of Workplace Bullying

Workplace bullying can take many forms—it can be directed at specific people or related to certain work activities. Read on to learn how workplace bullying can negatively impact your health and productivity.



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A monthly safety newsletter from



**BALDWIN**  
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## Responding to Workplace Violence

Anytime tempers flare or aggressive behavior is not addressed, the risk of workplace violence increases. No employee should ever have to be afraid for his or her safety while on the job. However, even the strongest preventive measures cannot stop individuals from acting on their emotions.

Keep in mind the following tips in order to protect yourself from workplace violence:

- Be aware of and report violent or threatening behavior by co-workers. Alert supervisors to any concerns about safety or security, and report all incidents verbally and in writing, immediately.
- Take all threats seriously.
- Follow procedures established by your workplace violence prevention program, including those for reporting incidents.
- Learn how to recognize, avoid and diffuse potentially violent situations by attending personal safety training programs.
- Use the buddy system when traveling to unfamiliar locations or when you find yourself in uncomfortable situations.

If you feel that situations in your personal life or problems with a co-worker could negatively affect your behavior on the job, talk to your supervisor or HR representative.

# The Impact of Workplace Bullying

Workplace bullying can take many forms—it can be directed at specific people or related to certain work activities. Specific definitions of bullying vary, but many describe it as negative behavior targeted at an individual, or individuals, persistently over time. Workplace bullying can include, but is not limited to, the following:

- Ignoring or excluding
- Assigning unachievable tasks
- Spreading malicious rumors or gossip
- Delegating meaningless or unpleasant tasks
- Making belittling remarks
- Undermining co-worker integrity
- Withholding information deliberately
- Undervaluing contributions
- Degrading others in public

Bullying can cause psychological health problems, such as depression, and physical health problems, such as sleep difficulties or stomach pains.

In general, targets of bullying feel a sense of isolation. In some cases, workplace bullying can leave the victim so traumatized that they feel powerless, disoriented, confused and helpless.

If you are the victim of bullying or have witnessed it in the workplace, it's important to speak up.

Start by speaking to someone you feel comfortable with, like a manager or co-worker. It's important to be specific and describe the behaviour you experienced or witnessed.

When it comes to addressing workplace bullying, it's important to follow the policies and procedures established by . Doing so can help ensure a safe and healthy workplace.



## HOW BULLYING CAN IMPACT YOUR JOB PERFORMANCE

1. A LOSS OF SELF-ESTEEM
2. POOR CONCENTRATION
3. LIMITED MOTIVATION TO WORK
4. LOWER PRODUCTIVITY

