



Management & Prevention of Bullying & Harassment

Aim of Program	<p>Western Health Staff are entitled to be treated with respect, dignity and fairness and so too are our colleagues, customers, suppliers and external contacts.</p> <p>To support our commitment to the organisational values of Caring, Accountability, Respect, Excellence and Safety, Western Health has made a commitment to support the 'Management & Prevention of Bullying & Harassment' policy.</p> <p>Staff have an important role to play in developing and contributing to a workplace that is free from bullying & harassment. The in-service will explore workplace bullying & harassment, how to identify, prevent and manage it.</p>
Program Structure	<p>The program consists of:</p> <ul style="list-style-type: none"> ▶ Definition of Bullying & Harassment and an understanding of rights and responsibilities ▶ An understanding of the reporting procedure according to organisation policy and procedure ▶ What to do/who to contact if you personally experience bullying or harassment at work? ▶ What to do if you observe bullying or harassing behaviours in your workplace? ▶ How your own behaviours can contribute to a culture, which is free from bullying
Program Eligibility	<p>This program is mandatory for all staff that have contact with patients and visitors and work in high risk areas. This training should be undertaken on commencement of employment and is highly recommended on an annual basis.</p>
Program Date(s)	<p>Contact course Trainer/Facilitator below to negotiate in-service session dates and times.</p>
Trainer/Facilitator	<p>Margaret Woolfrey, Trainer/Facilitator, Centre for Education - Tel: 8345 6918</p>
Western Health Policy:	<p>Please visit the Western Health Policy and Procedure intranet site to access the following policy: Management and Prevention of Workplace Bullying and Harassment</p>
Online Training	<p>There is a mandatory annual requirement for all Western Health employees to complete an online component via elearn. You can access the elearn link here: http://welearn.wh.org.au</p>