TOOLBOX TALK AWARENESS PACKAGES

HAZ-BUL · Workplace Bullying and Harassment Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For every worker: what bullying and harassment are, what they are not, and how to raise a concern or support a colleague.

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. Harassment includes unwelcome conduct based on characteristics such as race, sex, disability or age. Both are psychosocial hazards that businesses must manage under WHS or OHS laws.

This talk explains what bullying and harassment look like, what reasonable management action is, the work conditions that let bullying grow, what bystanders can do, and how to report safely.

Learning outcomes

By the end of the session participants will be able to:

- Explain what workplace bullying is: repeated, unreasonable behaviour that creates a risk to health and safety
- Explain what bullying is not, including reasonable management action carried out in a reasonable way
- Describe harassment and discrimination based on protected characteristics
- Recognise how work conditions such as poor role clarity, high pressure and weak leadership let bullying develop
- Act as a bystander: safely calling out behaviour, supporting a colleague and reporting
- Raise a concern through the workplace procedure, and know the outside options available

What it covers

Module	Covers
What it is and is not	Bullying, in plain terms; Harassment and discrimination; Reasonable management action
Why it happens	Work conditions that allow it; Bullying as a psychosocial hazard; The effects on people and teams
Your part	Standards of behaviour; Being an active bystander; Reporting and confidentiality; Support and outside options

Activities

- Is it bullying: workers discuss six short scenarios and decide which are bullying, harassment or reasonable management action
- Bystander options: workers practise what they would say or do in two scenarios

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Workplace Bullying and Harassment Awareness

What bullying and harassment are, what they are not, and how to speak up

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

BUL

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ What bullying and harassment are, and are not
- ✓ The work conditions that let bullying grow
- ✓ Being an active bystander
- ✓ Reporting, support and outside options

This talk is not

- ✕ Investigation or complaint-handling training
- ✕ Legal advice
- ✕ Counselling
- ✕ Our policy: **[Your bullying and harassment policy]**

Awareness only. Investigating a complaint needs a fair process and trained people. This talk does not decide any individual case.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

Bullying, in plain terms

Repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety.

- Repeated: a pattern, not a one-off; it can be different behaviours over time
- Unreasonable: what a reasonable person would see as victimising, humiliating, intimidating or threatening
- Examples: belittling, yelling, constant criticism, spreading rumours, exclusion, impossible deadlines, withholding information
- In person, by phone, in messages and online

A composite example

- A new worker is laughed at in the crew group chat most days, left off messages about start times, and given the worst jobs at prestart.
- Each thing seems small. Together, over months, they wear him down until he resigns.

One thing can look small. The pattern is the hazard.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

Harassment, and what is not bullying

Harassment and discrimination

- Unwelcome conduct because of a protected characteristic
- Such as race, sex, disability, age, sexual orientation, gender identity, pregnancy or religion
- Jokes, slurs, offensive images, exclusion or unfair treatment
- One incident can be enough. It is unlawful

Not bullying: reasonable management action

- Setting reasonable goals, deadlines and standards
- Managing performance, and fair disciplinary action
- Rostering and allocating work, and organisational change
- Done in a reasonable way: fair, respectful, following policy

Managers can manage. How they do it still matters.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage bullying and harassment like any other risk: eliminate or minimise it
- Design and lead the work so it does not grow
- Have a fair, prompt way to raise and deal with concerns
- Consult workers, and protect people who report

You must

- Treat others with respect, and meet the standards of behaviour
- Not bully, harass or discriminate against anyone
- Take reasonable care for others' health and safety
- Report it, and cooperate with a fair process

Anti-discrimination laws also apply. A worker who is bullied can also apply to the Fair Work Commission for an order to stop it.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-BUL

Workplace Bullying and Harassment Awareness

Participant handout · keep this

Bullying and harassment are psychosocial hazards that businesses must manage under WHS or OHS laws. Everyone has a part in stopping them. Keep this page.

What it is

- Bullying: repeated, unreasonable behaviour directed towards a worker or group that creates a risk to health and safety
- Harassment: unwelcome conduct because of race, sex, disability, age or another protected characteristic; one incident can be enough
- Not bullying: reasonable management action done in a reasonable way

The order of controls

1. Design the work: clear roles, realistic workloads, enough people
2. Organise it fairly: open allocation and rostering
3. Separate and protect while a concern is dealt with
4. Behaviour standards, early reporting, prompt and fair responses
5. Training and bystanders

Being an active bystander

- Speak up, if it is safe
- Interrupt or change the subject
- Check in privately afterwards
- Report what you saw, and when

Raise a concern

- **[Who to raise concerns with here]**
- **[How to raise a concern here]**
- Write down what happened, when, and who saw it
- Victimising someone who reports is not tolerated

Outside options

- Your WHS or OHS regulator
- Fair Work Commission: an order to stop bullying
- Australian Human Rights Commission, or your state body
- Your union; police for assault, threats or stalking

Support

- Employee assistance program: **[Your EAP or support contact]**
- Lifeline: 13 11 14, 24 hours
- Danger now: Triple Zero (000)

Fix the work, speak up, and report it early.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not investigation training, legal advice or counselling.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-BUL Workplace Bullying and Harassment Awareness v1.0 · The full package contains the complete materials.