RESPECT @WORK

MCA INDUSTRY TOOLKIT

The minerals industry is committed to eliminating sexual harassment in its workplaces and has adopted a national Industry Code that provides clear expectations on members to establish both preventative and response measures to address sexual harassment.

This document is part of the MCA Industry Toolkit that has been developed for our members and their employees and comprises a suite of Fact Sheets, Guidance and Templates.

TEMPLATE

Hazard Identification Checklist

There are many things to consider when assessing the potential for sexual harassment incidents to arise. The below checklist (adapted and expanded upon from the Victorian Equal Opportunity and Human Rights Commission Guideline: Preventing and responding to workplace sexual harassment. - Complying with the Equal Opportunity Act 2010[1]) provides a series of questions regarding specific hazards, grouped into physical and virtual environments, workforce demographics, operational trends, to enable companies to identify where controls are required.

Use this checklist to inform a risk assessment.

Hazard Group	Specific questions	No	Yes	Action required
Workforce demographics and composition	Is there a higher representation of one gender in your workplace?			
	Is your workforce small such that confidentiality and confidence to raise issues may be difficult to achieve?			
	Do you have vulnerable workers (age, culturally and linguistically diverse (CALD), immigrant, workers with a disability)?			
	Do you have a cohort of people engaged under employment arrangements other than full-time which could include casuals, contractors, short-term workers, temporary workers and freelancers.			
	Do you undertake background/reference checks for all workers and other persons at your workplace (including contractors)?			
Working environment	Does your workplace indirectly allocate specific work by gender?			

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[1] https://www.humanrights.vic.gov.au/resources/sexual-harassment-guideline/

	Is there a higher representation of one gender in the leadership team?			
	Does your workplace organisational hierarchy foster access to management outside of direct line of reporting relationships/supervision?			
	Do leaders have individual authority over recruitment practices?			
	Is the balance between profit/production and workplace wellbeing appropriate?			
	Are there high pressure roles in the organisation? Is there an attitude that these workers need to 'let off steam' and excuse their behaviour?			
	Are some workers on short-term contracts with a reliance on reputation and word-of-mouth for securing the next job?			
Physical work environment	Are there any areas in the workplace that are isolated or poorly lit?			
	Are there sexualised or sexist materials on display (e.g. Posters, calendars, screensavers)?			
	Are any workers placed in environments outside of your core facilities (e.g. at clients offices)?			
	Do you have external workforces embedded in your business (contractors on site for extended periods of time)?			
	Is there adequate privacy or security for workers using bathrooms/change rooms?			
	Do you have secure employee or public carparks?			
	Do you have areas that are isolated or with inadequate lighting or security?			
	Do you provide accommodation facilities for workers?			
	Do you provide hospitality for workers (catering)?			
	Do you conduct business in social settings (e.g. meeting clients/customers at hospitality venues, social functions)?			
Virtual working environment	Do you have workers working remotely?			
	Are work phones and emails separate to private?			
	Do you have internal messaging services?			
	Do you use web-based audio or visual calls?			
	Do you have policies regarding company social media platforms e.g. Linkedin, Facebook, Instagram, Twitter?			
Workplace trends	Do you have a high staff turnover, particularly of female or junior workers?			

	Have you been informed that some workers are more reluctant to work with particular workers or take on particular tasks)?			
	Have 'high-value' workers been prioritised over disrespectful behaviours?			
	Is there a concentration of men in senior positions and men being promoted more often than women?			
Workplace behaviours	Are sexist jokes and homophobia/transphobia prevalent in the workplace?			
	Do you have gendered and binary networking events or mentoring opportunities (e.g. Work lunches at men's clubs, invitations to play golf with the boss)?			
	Are there differences in the unspoken expectations of male and female workers (e.g. Women routinely being the ones to take minutes, organise catering, prepare rooms for meetings and clean up after events)?			
	Does one gender dominate meetings or decisions?			
Workplace requirements	Are there different uniform requirements for men and women, or prescriptive dress codes or expectations for either gender			
	Are workers required to travel and have overnight stays?			
	Do you have workers in regional or remote locations where workers may be socially isolated?			
	Do you have frequent formal or informal client functions or after-work events?			
	Are workers encouraged to socialise outside of work hours?			