

Risk Identification Tool

[insert your organisation's details below and any explanatory text]

	Signs your workers may be at risk of sexual harassment	Yes	No	Comment
Workplace characteristics	Sex-segregated workplaces (where work is typically or historically performed by men or women) and workplaces with rigid workplace norms on gender stereotypes.	☐	☐	
	Leaders with unquestioned, discretionary authority to hire, fire and promote.	☐	☐	
	Actual or perceived interconnection between those responsible for handling complaints and those with authority to hire, fire and promote.	☐	☐	
	Workplaces that are highly hierarchical with large power disparities between job levels	☐	☐	
	'Command and control' and 'respect for rank' management structures e.g. police force, defence force, medical profession, legal profession.	☐	☐	

	Workplaces that protect 'high-value' or 'indispensable' workers from accountability for unacceptable behaviour.	☐	☐	
	Workplaces that value profit over protecting workers, including: - enabling customers/clients* to harass workers; 'Customer is always right' ethos or placing the customer/client* in a more powerful position to the worker; and - Normalisation and acceptance of poor service by customers/clients*. (* or other third party)	☐	☐	
	High pressure workplaces such as frontline and emergency services, with an attitude that workers need to let off steam to deal with the pressures of work and certain behaviours don't need to be taken seriously.	☐	☐	
	Short-term contracts with a reliance on reputation and word-of-mouth referrals for securing the next job (e.g. individuals in the fashion and entertainment industries and junior doctors completing their placement training)	☐	☐	

	Highly competitive job market with large supply of candidates but few job opportunities available	☐	☐	
	Industries where people fear becoming 'black listed' if they raise a complaint e.g. information, media and telecommunications industry.	☐	☐	
	Workplaces where Junior workers or trainees depend heavily on experienced and powerful senior workers for training, assessment of performance, job opportunities and career progression (e.g. medical and legal professions)	☐	☐	
	Small business where confidentiality and confidence to raise issues may be difficult to achieve and avenues to raise complaints are restricted due to business size.	☐	☐	
	Workplaces that are geographically or socially isolated.	☐	☐	

	Workplaces where workers reside together in a remote location and/or in accommodation that is shared or closely located?	☐	☐	
Work environment	Some areas in or around the workplace are intimidating to enter, are isolated or poorly lit, have limited natural surveillance (e.g. meetings rooms, store rooms), and confined spaces where workers are not able to maintain personal space or need to touch each other to move past.	☐	☐	
	In-home work (such as providing childcare, nursing, cleaning services, aged or disability care) with direct client contact and little or no oversight.	☐	☐	
	Technological or physical barriers to monitoring and observing behaviours e.g. closed doors, working from home.	☐	☐	
	Sexualised or sexist materials are on display (e.g. posters, calendars, screensavers).	☐	☐	

	Workplace environments that are inherently sexualised or where the business mode is centred around sex appeal e.g. a bar, hotel or club, where customers have a mindset of 'picking up' or where there is high possibility of sexual encounters			
	Lack of privacy or security for workers using bathrooms/change rooms.			
Workplace composition	Male dominated workforce.			
	Male dominated management, leadership, board and decision-making roles.			
	Male dominated customer or client base.			

	Younger workers (including under 18 years), interns, apprentices, graduates or other workers who are new to the workforce.	☐	☐	
	Women from migrant and non-English speaking backgrounds, people on employer sponsored visas, women with disabilities, women of multicultural and multifaith backgrounds	☐	☐	
	People in insecure work, such as casuals, contractors short term workers, temporary workers and freelancers.	☐	☐	
	Members of the LGBTIQ community	☐	☐	
	Indigenous Australians	☐	☐	

	Volunteers			
Workplace trends	High staff turnover, particularly of female or junior workers.			
	Gender differences in shifts or teams (e.g. women more reluctant to work with particular workers or take particular tasks)			
	Concentration of men in senior positions and men being promoted more often than women			
	Women performing roles that are considered gender 'atypical' e.g. work that men have historically performed or work that is seen to diverge from stereotypes of women's roles relating to caring and motherhood			

Workplace requirements	Different uniform requirements for men and women, prescriptive dress codes or expectations for how women should look at work (such as high heels, skirts and makeup), or dress requirements that require workers to wear revealing clothing or indecent slogans.	☐	☐	
	Travel and overnight stays.	☐	☐	
	Working in regional or remote locations where workers may be socially isolated.	☐	☐	
	Attendance at formal or informal client functions, conferences or work social events.	☐	☐	
	Shift work, after-hours and longer hours.	☐	☐	

	Use of alcohol in a work context and/or workers are encouraged to socialise outside of work hours.	☐	☐	
	Workplaces where workers interact directly with customers, clients, patients, users, members of the public either face to face, online or over the telephone.	☐	☐	
	'Customer is always right' ethos or place the customer (or other third parties) in a more powerful position to the worker.	☐	☐	
	Workplaces where poor service by customers (or other third parties) is normalised or expected.	☐	☐	
Workplace behaviours and culture	Existence and tolerance of 'everyday sexism', such as jokes, sexually demeaning comments and innuendo, small disrespectful acts of harassment or inequality, and homophobia/transphobia in the workplace.	☐	☐	

	Reports of harassment or inappropriate behaviours are not taken seriously or there is a lack of resources and capability to handle reports.	☐	☐	
	Issues relating to inequality are ignored or deprioritised.	☐	☐	
	High degree of informal interactions.	☐	☐	
	Dominant masculine or 'blokey' culture or behavioural expectations, e.g. • acceptance of swearing and combative and aggressive exchanges; • resistance to flexible work or accommodation of caring responsibilities; • conformance to gendered norms or stereotypes about work performed by women and expectations of masculinity	☐	☐	
	People, particularly women, in the workplace place significant focus on self-resilience and self-reliance above all else?	☐	☐	

	Gendered and binary networking events or mentoring opportunities (e.g. work lunches at men's clubs, invitations to play golf with the boss).	☐	☐	
	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).	☐	☐	
	Male workers dominate meetings or decisions.	☐	☐	

