

Thank you for committing to

**best practice clinical care**



Behaviour Self-Audit Checklist

A self-audit checklist is a useful tool to reflect on your behaviour or situation. It does not need to be recorded or shared with anyone else unless you choose to do so.

**Here are some questions you may ask yourself.**

* Would other people consider my behaviour to be offensive, humiliating or threatening?
* Is this behaviour repetitive?
* Can my communication style be perceived as offensive, humiliating or threatening?
* Can the tone or volume of my voice be perceived as offensive, humiliating or threatening?
* Can my body language be perceived as offensive, humiliating or threatening?
* Can the way I interact with staff be perceived as offensive, humiliating or threatening?
* When I feel stressed, annoyed or anxious, do I behave in a way that can offend, humiliate or threaten others?
* Do I ignore people or use the “silent treatment”?
* Can my management style be perceived as offensive, humiliating or threatening?
* Is the way I provide feedback on work performance unreasonable or could it be perceived as overly critical?
* Could the expectations I have of others people’s work performance be perceived as impossible to achieve?
* Have I excluded anyone from meetings or essential information?
* Have I been accused of bullying in the past?
* If I need to speak to a team member about an issue can I resolve the situation by speaking to the person directly?
* To provide feedback, do I need another person present?
* Should I seek support from my employer, supervisor, or an external organisation to make sure I’m following correct guidelines?

**If you tick any of the boxes above:**

* + Reflect on your behaviours
  + Consider if these behaviours need to change
  + Ask for help from your employer or supervisor
  + Ask for assistance from your HR advisor, professional indemnity or industry association
  + [Fairwork](https://www.fairwork.gov.au/) have a number of resources available

.