



Australian Government

Comcare

# Health and Safety Management Arrangements – Employee Survey

This questionnaire is designed to help employees in your organisation to assess the effectiveness of your Health and Safety Management Arrangements (HSMAs. )

The questions are divided into five areas. They will help to determine the level of employee understanding of and engagement with the HSMAs.

## Information

1. Have you ever received information about your HSMAs? (They set out the development, promotion, management and review of measures to ensure the health, safety and welfare of employees at work – in other words, how we look after ourselves and each other.)

yes       no

1a. If yes, how did you receive the information? (please select all that apply)

- (a) intranet page
- (b) visible information in the workplace (e.g. posters, minutes, flyers)
- (c) regular staff information sessions
- (d) presentations
- (e) personal contact (e.g. health and safety representative, occupational health and safety staff or employee representative)
- (f) email to staff
- (g) discussed at team meetings
- (h) CEO video
- (i) other (please specify below)

Other comments:

1b. How would you prefer to receive information about your HSMAs? (please select all that apply)

- (a) an intranet page
- (b) visible information in the workplace e.g. posters, minutes, flyers
- (c) regular staff information sessions
- (d) presentations
- (e) personal contact (e.g. health and safety representative, occupational health and safety staff or employee representative)
- (f) email to staff
- (g) discussed at team meetings
- (h) CEO video
- (i) other (please specify below)

Other comments:

## Review

\*Each employer using this tool may need to add in details of their own review mechanism

2. Are you aware that there are mechanisms in place for reviewing your HSMAs?

yes  no

2a. If yes, what are they? (please select all that apply)

- (a) an intranet page
- (b) dedicated email box
- (c) regular staff information/feedback sessions
- (d) personal contact (e.g. health and safety representative, occupational health and safety staff or employee representative)
- (e) annual review
- (f) focus groups
- (g) audit of OHS management system
- (h) other (please specify below)

Other comments

2b. How would you prefer to review your HSMAs? (please select all that apply)

- (a) an intranet page
- (b) dedicated email box
- (c) regular staff information/feedback sessions
- (d) personal contact (e.g. health and safety representative, occupational health and safety staff or employee representative)
- (e) include in team meetings
- (f) focus groups
- (g) discussion blog
- (e) other (please specify below)

Other comments

2c. How satisfied are you with:

- |   |  |
|---|--|
| <p>(a) the suggested length of time between reviews?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> satisfied</li><li><input type="checkbox"/> not satisfied</li><li><input type="checkbox"/> don't know</li></ul> <p>(b) acknowledgement of suggested changes or improvements?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> satisfied</li><li><input type="checkbox"/> not satisfied</li><li><input type="checkbox"/> don't know</li></ul> <p>(c) management's commitment to consulting?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> satisfied</li><li><input type="checkbox"/> not satisfied</li><li><input type="checkbox"/> don't know</li></ul> | <p>(d) my ability to contribute to the review process without fear of penalty?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> satisfied</li><li><input type="checkbox"/> not satisfied</li><li><input type="checkbox"/> don't know</li></ul> <p>(e) my knowledge of how I am involved in the review process?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> satisfied</li><li><input type="checkbox"/> not satisfied</li><li><input type="checkbox"/> don't know</li></ul> |
|---|--|

## Variation

3. Are you aware that there are mechanisms in place for varying your HSMAs?

yes  no

3a. If yes, what are they? (please select all that apply)

- (a) an intranet page
- (b) dedicated email box
- (c) regular staff information/feedback sessions
- (d) personal contact (e.g. health and safety representative, occupational health and safety staff or employee representative)
- (e) via national health and safety committee
- (f) other (please specify below)

Other comments

3b. How would you prefer to vary your HSMAs? (please select all that apply)

- (a) an intranet page
- (b) dedicated email box
- (c) regular staff information/feedback sessions
- (d) personal contact (e.g. health and safety representative, occupational health and safety staff or employee representative)
- (e) other (please specify below)

Other comments

3c. Have your HSMAs been varied?

yes  no

If yes,

3cd How satisfied are you with:

- |  |  |
|--|--|
| <p>(a) the level of staff involvement in variation to the HSMAs?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> satisfied</li><li><input type="checkbox"/> not satisfied</li><li><input type="checkbox"/> don't know</li></ul> | <p>(c) my understanding of what the variations mean to me?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> satisfied</li><li><input type="checkbox"/> not satisfied</li><li><input type="checkbox"/> don't know</li></ul> |
| <p>(b) the timeliness of information about any variations?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> satisfied</li><li><input type="checkbox"/> not satisfied</li><li><input type="checkbox"/> don't know</li></ul>       | <p>(d) the effectiveness of the variation process?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> satisfied</li><li><input type="checkbox"/> not satisfied</li><li><input type="checkbox"/> don't know</li></ul>         |

## Dispute Resolution

4. Are you aware that there are mechanisms in place for dispute resolution within your HSMA's?

yes  no

4a. If yes, what are they? (please select all that apply)

- (a) discussion between concerned parties
- (b) personal contact with a manager or health and safety representative, occupational health and safety staff or employee representative
- (c) decision by a member of the executive or leadership
- (d) mediation by a third party
- (e) matter considered by the health and safety committee
- (f) other (please specify below)

Other comments

4b. How would you prefer to resolve disputes? (please select all that apply)

- (a) discussion between concerned parties
- (b) personal contact with a manager or health and safety representative, occupational health and safety staff or employee representative
- (c) decision by a member of the executive or leadership
- (d) mediation by a third party
- (e) matter considered by the health and safety committee
- (f) other (please specify below)

Other comments

4c. How satisfied are you that:

- |   |   |
|---|---|
| <p>(a) you know how to access dispute resolution information or support?</p> <p><input type="checkbox"/> satisfied</p> <p><input type="checkbox"/> not satisfied</p> <p><input type="checkbox"/> don't know</p> | <p>(d) the dispute resolution process will be followed by all those involved in a dispute?</p> <p><input type="checkbox"/> satisfied</p> <p><input type="checkbox"/> not satisfied</p> <p><input type="checkbox"/> don't know</p> |
| <p>(b) you were consulted on the development of the process?</p> <p><input type="checkbox"/> satisfied</p> <p><input type="checkbox"/> not satisfied</p> <p><input type="checkbox"/> don't know</p>             | <p>(e) you understand how this process may affect you?</p> <p><input type="checkbox"/> satisfied</p> <p><input type="checkbox"/> not satisfied</p> <p><input type="checkbox"/> don't know</p>                                     |
| <p>(c) you won't be unfairly treated for utilising this process?</p> <p><input type="checkbox"/> satisfied</p> <p><input type="checkbox"/> not satisfied</p> <p><input type="checkbox"/> don't know</p>         |   |

## Health and Safety Committee (HSC)

5. Does your organisation have a HSC? (Please note – not all organisations are required to have a HSC.)

yes  no

5a. If yes, does the HSMAs include:

- (a) how the HSC is constituted (the make up of representatives)?
- (b) definition of roles and responsibilities?
- (c) clearly defined escalation points?
- (d) how the HSC operates (e.g. regularity of meetings, distribution of minutes)?
- (e) how staff involved with the HSC are supported?
- (f) how resources are provided for the HSC (e.g. secretariat function)?

5b. How satisfied are you that:

- (a) information on the HSC is well communicated to staff?
  - satisfied
  - not satisfied
  - don't know
- (b) you had a say in the representation (make up of people) on the HSC?
  - satisfied
  - not satisfied
  - don't know
- (c) the HSC is effective in recognising OHS issues?
  - satisfied
  - not satisfied
  - don't know
- (d) the HSC is effective in resolving OHS issues?
  - satisfied
  - not satisfied
  - don't know