



Australian Government

Comcare

Health and Safety Management Arrangements – Leader Survey

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

The value of this survey will be enhanced by the support of employee responses. We strongly recommend you inform and encourage your staff to complete the employee survey as well.

General

(a) We have written Health and Safety Management Arrangements (HSMAs)

- Disagree
- Neutral
- Agree
- Dont know

(b) The HSMAs are accessable to all staff

- Disagree
- Neutral
- Agree
- Dont know

(c) We consulted on the contents of the HSMAs

- Disagree
- Neutral
- Agree
- Dont know

(d) The HSMAs are integrated into the organisation (way things are done)

- Disagree
- Neutral
- Agree
- Dont know

Any Comments please:

Information

Section 16(2)(d) provides that an employer will breach their general duty in s16(1) of the Act if it fails to take all reasonably practicable steps to develop, in consultation with its employees, written health and safety management arrangements that will provide for [those things listed in s16(2)(d)(i)–(vi) of the Act].

Section 16 (2)(d)(ii) requires that the employer provides adequate mechanisms for informing the employees about the arrangements.

1. How did you provide 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) feedback tools
- (g) mail out (to staff away from the office)
- (h) FAQs
- (i) Staff forums
- (j) Toolbox talks
- (k) Incorporated into employer handbook or induction
- (l) Use of established consultative arrangements
- (m) CEO video
- (n) Newsletter (electronic or hard copy)
- (o) other (please specify below)

We believe our mechanisms for informing employees about the HSMAs are:

- Inadequate
- Adequate
- Better Practice

Review

Section 16(2)(d)(iii) requires that the employer provides adequate mechanisms for reviewing the effectiveness of the arrangements

2. We provide mechanisms to review the HSMAs such as: (please select all that apply)

- (a) intranet page
- (b) dedicated email box
- (c) visible information in the workplace eg: minutes, flyers, posters
- (d) regular staff information sessions
- (e) presentations
- (f) personal contact via HSR, OHS staff or employee representatives
- (g) feedback tools
- (h) mail out to staff (away from the office)
- (i) Staff forums
- (j) Toolbox talks
- (k) road shows
- (l) Use of established consultative arrangements
- (m) staff survey/questionnaire
- (n) other (please specify below)

The review mechanisms provided:

- (a) are well communicated to staff
- (b) were consulted on
- (c) promote continuous improvement
- (d) are well integrated into health and safety management across the organisation
- (e) are effective

We believe our mechanisms for reviewing the HSMAs are:

- Inadequate
- Adequate
- Better Practice

Variation

Section 16(2)(d)(iv) requires that the employer provides adequate mechanism for the variation of the arrangements in consultation with employees

3. We provide mechanisms to vary the HSMA's such as: (please select all that apply)

- (a) a documented process
- (b) clearly defined roles and responsibilities
- (c) the provision of adequate resources to enable the variation of the arrangements in a timely manner
- (d) other – please specify

Additional Information

The variation mechanisms provided:

- | | |
|---|---|
| <p>(a) are well communicated to staff</p> <ul style="list-style-type: none"><input type="checkbox"/> Disagree<input type="checkbox"/> Neutral<input type="checkbox"/> Agree<input type="checkbox"/> Dont-know <p>(b) were consulted on</p> <ul style="list-style-type: none"><input type="checkbox"/> Disagree<input type="checkbox"/> Neutral<input type="checkbox"/> Agree<input type="checkbox"/> Dont-know <p>(c) promote continuous improvement</p> <ul style="list-style-type: none"><input type="checkbox"/> Disagree<input type="checkbox"/> Neutral<input type="checkbox"/> Agree<input type="checkbox"/> Dont-know | <p>(d) are well integrated into health and safety management across the organisation</p> <ul style="list-style-type: none"><input type="checkbox"/> Disagree<input type="checkbox"/> Neutral<input type="checkbox"/> Agree<input type="checkbox"/> Dont-know <p>(e) are effective</p> <ul style="list-style-type: none"><input type="checkbox"/> Disagree<input type="checkbox"/> Neutral<input type="checkbox"/> Agree<input type="checkbox"/> Dont-know |
|---|---|

Additional Information

We believe our mechanisms for variation to the HSMA's are:

- Inadequate
- Adequate
- Better Practice

Dispute resolution

Section 16(2)(d)(v) requires that the employer provides a dispute resolution mechanism to deal with disputes arising from consultation with employees

4. We provide a dispute resolution process that:

(a) is documented in our HSMAs

- Disagree
- Neutral
- Agree
- Dont-know

(d) provides support mechanisms to all involved staff

- Disagree
- Neutral
- Agree
- Dont-know

(b) clearly defines roles and responsibilities

- Disagree
- Neutral
- Agree
- Dont-know

(e) provides adequate resources to enable a satisfactory outcome

- Disagree
- Neutral
- Agree
- Dont-know

(c) clearly defines escalation points

- Disagree
- Neutral
- Agree
- Dont-know

(f) other - please specify

Additional Information

The dispute resolution mechanism provided:

(a) is well communicated to staff

- Disagree
- Neutral
- Agree
- Dont-know

(d) is well integrated into health and safety management across the organisation

- Disagree
- Neutral
- Agree
- Dont-know

(b) was consulted on

- Disagree
- Neutral
- Agree
- Dont-know

(e) is effective

- Disagree
- Neutral
- Agree
- Dont-know

(c) promotes continuous improvement

- Disagree
- Neutral
- Agree
- Dont-know

Additional Information

We believe our mechanisms for variation to the HSMAs are:

- Inadequate
- Adequate
- Better Practice

Health and Safety Committee (HSC)

Section 16(2)(d)(vi) requires that in the case of an employer who is required under section 34 to establish a health and safety committee—provide for the manner in which the health and safety committee is to be constituted and to operate and

5. The manner in which our HSC is constituted and operates:

- (a) is documented in our HSMA's
 - Disagree
 - Neutral
 - Agree
 - Dont know
- (b) clearly defines roles and responsibilities
 - Disagree
 - Neutral
 - Agree
 - Dont know
- (c) clearly defined escalation points
 - Disagree
 - Neutral
 - Agree
 - Dont know
- (d) provides information to all staff on how the HSC operates (including regularity of meetings, distribution of minutes etc)
 - Disagree
 - Neutral
 - Agree
 - Dont know
- (e) provides information to all staff on how the HSC is constituted (including quorum numbers, staff to management ratio etc)
 - Disagree
 - Neutral
 - Agree
 - Dont know
- (f) provides support mechanisms to all involved staff
 - Disagree
 - Neutral
 - Agree
 - Dont know
- (g) provides adequate resources to enable a satisfactory outcome
 - Disagree
 - Neutral
 - Agree
 - Dont know

(h) other - please specify

Additional Information

The information provided on the HSCs:

(a) is well communicated to staff

Disagree

Neutral

Agree

Dont know

(b) has been consulted on

Disagree

Neutral

Agree

Dont know

(c) promotes continuous improvement

Disagree

Neutral

Agree

Dont know

(d) is well integrated into health and safety management across the organisation

Disagree

Neutral

Agree

Dont know

(e) is effective

Disagree

Neutral

Agree

Dont know

Additional Information

We believe our manner in which our health and safety committee is constituted and operates is:

Inadequate

Adequate

Better Practice