


Safety Climate Tool intranet pages


Message 1 – Survey launch

NEW! [organisation name] Safety Climate Tool survey	
Safety Climate Tool survey – we need your help	
<p>You may have seen from recent emails that we are running a Safety Climate Tool survey – <i>but why should this matter to you?</i></p> <p>This is your chance to get involved and make your workplace healthier and safer. By sharing your views on how we manage health and safety you'll be helping us to understand our safety climate and identify where we need to make improvements.</p> <p>Please click [here] for the survey, which will take 10–15 minutes to complete. The survey will remain open until [date].</p>	
<p>The survey is completely anonymous and individuals cannot be identified.</p> <p>If you have any questions about the survey check out the FAQs page. If you then have any further questions or would like more information please contact [name]</p> <p>Thank you for helping to make [organisation name] a healthier and safer place to work!</p>	

Paper surveys

If you are planning to use the paper survey you can still the intranet pages but you will need to provide instructions on when, where and how your workforce can access the paper survey.


Message 2 – Reminder

[organisation name] Safety Climate Tool survey	
Your feedback counts!	
<p>[organisation name]'s Safety Climate Tool survey has now been running for [2] weeks. The response has been great with [XX]% of you completing the survey.</p> <p>There are still a few of you who have not yet completed the survey and we urge you to do this so that we assess feedback from everyone. Your feedback counts if we are to make our working environment healthier and safer.</p> <p>So, If you haven't already done so, we would appreciate it if you could spare 10–15 minutes to complete the survey here.</p>	
<p>The survey is completely anonymous and we can't identify individual responders.</p> <p>If you have any questions check out the FAQs page first. If you still have any questions or would like more information please contact [details].</p> <p>Thank you for your help!</p>	
[xx]% of colleagues have completed the survey so far!	

Paper surveys

If you are planning to use the paper survey you can still the intranet pages but you will need to provide instructions on when, where and how your workforce can access the paper survey.

Message 3 – Survey closed

[organisation name] Safety Climate Tool survey	
Thank you!	
<p>[organisation name]'s Safety Climate Tool survey has now closed, with [xx]% of you undertaking the survey. This is a great response so thank you to everyone who participated.</p> <p>We are now looking at the results to identify the particular areas that we need to focus on to make our workplace healthier and safer. We'll be sharing the findings with you as soon as possible.</p> <p>Although the survey is now closed, you can still find a list of FAQs [here] and these will be available for a few weeks. If you have any further questions or would like more information please contact [name].</p>	
Once again, thank you for helping to make our workplace safer and healthier!	