

Safety Climate Tool workforce briefing messages

Message 1 – Initial message letting workforce know about the Safety Climate Tool survey

[ADD ORGANISATION LOGO]

Coming soon ... NEW! [organisation name] Safety Climate Tool survey

Survey opens on [day] and closes [day]

The [organisation name] Safety Climate Tool survey launches on [date] and will be available for you to share your views for a four-week period. It should take no longer than 10–15 minutes to complete and your responses are completely anonymous.

The survey is for you to tell us what you think about health and safety matters in [organisation name]. This will help to identify how we can improve our safety culture and help us to prioritise what action we need to take.

The [organisation team running survey] are keen to listen to your views and use this first survey to benchmark our current safety culture, understand where the issues are and develop a prioritised health, safety and well-being plan.

Details of how to access the survey will be sent on [date].

Further information is available at [intranet page] and from [Survey organiser or senior member of management].

Message 2 – Message letting the workforce know that the Safety Climate Tool survey is now live

[ADD ORGANISATION LOGO]

We need your views: [organisation name] Safety Climate Tool survey now live!

Share your views on health and safety management in [organisation name]

Dear colleague,

I would like to ask for your views on our management of health and safety by completing this Safety Climate Tool survey. This will take 10–15 minutes of your time.

We want to take stock of our current performance. Alongside looking at the information we already collect, we will be using the Safety Climate Tool survey – a tool used by many organisations worldwide to understand their safety culture.

The initial output will be insight into what we are doing well and where we may need to improve. That will then help us develop and deliver a prioritised plan for health, safety and wellbeing.

The [organisation name] Safety Climate Tool survey is now open and runs until [date]. I can assure you that all responses are anonymous – no one can identify what you as an individual have said. I will share the results with you [state how you intend to do this, e.g: focus groups, briefings, intranet etc].

To complete the survey, please visit [url].

Thank you

[Survey organiser or senior member of management]

Message 3 – Reminder message letting workforce know that the Safety Climate Tool survey is live and if they haven't completed it, please do so

[ADD ORGANISATION LOGO]

It's not too late to have your say ... [organisation name] Safety Climate Tool survey

Time to have your say

Thank you to the many employees who have already completed the Safety Climate Tool survey. Your feedback will help us enormously in evaluating our strategies and management policies to make the workplace safer and healthier.

The survey has been identified as a key priority for our organisation, and is an opportunity for you to share your views about how health and wellbeing is managed at [organisation name].

For those of you who have not completed the survey, please take this opportunity to let us know how we can help our organisation to improve your working environment. It only takes 10–15 minutes and your responses are completely anonymous. Please complete it by [date].

Completing the survey

- Please click on the following [link] to complete the survey
- If you need more information, visit the Safety Climate Tool intranet page.
- If you have any general queries about the survey contact [contact] on [telephone number] or by e-mail.

The Safety Climate Tool survey is a great way for you to tell us what you think about health and safety matters in [organisation name]; improve our safety culture, and help us to prioritise what action we need to take.

[Our management board and corporate health and safety team] are keen to listen to your views and will use this first survey to benchmark our current safety culture, to understand where the issues are and develop a prioritised health, safety and well-being plan by [date]. The survey has been identified as a key priority for our organisation, and is an opportunity for you to share your views about how well health and safety is managed in [organisation name].

The survey should take no more than 10–15 minutes to complete and the topline results will be ready by [date]. All responses are anonymous – no-one can identify what individuals have said, so please take part and let us know what you think.

[Survey organiser or senior member of management]

Message 4 – Message to workforce telling them the survey is closed and thanking them for their involvement

[ADD ORGANISATION LOGO]

[Organisation name] Safety Climate Tool survey

The [organisation name] Safety Climate Tool survey has now closed.

Our results show that [xx%] of colleagues participated – more details are in the headline report.

We are keen to listen to views from across our organisation and importantly, now that we have this benchmark of our safety culture, that we take action to bring about year-on-year improvements. Over the coming weeks, we will be working with [corporate health and safety committee] and inviting some of you to take part in a series of focus groups to understand your feedback and to prioritise those actions needed in response to what you have told us.

We will update you in due course but in the meantime, we would like to thank everyone who took the time to complete the survey.

[Survey organiser or senior member of management]