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## Health & Safety Employee Participation Final report

**\* Commercial in Confidence \***

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# Background and objectives

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## Background

The Department of Labour's Occupational Health and Safety Service (OSH) is responsible for administering the Health and Safety Employment Act (HSE Act) 1992, which is legislation that promotes health and safety in the workplace.

In 2002, Government made a key amendment to the Act, which sets out the requirement of employers to participate effectively in ongoing processes for the improvement of health and safety in their workplace. This is in recognition of the valuable contribution that employees can potentially make to health and safety in their own workplace.

This amendment makes the duty compulsory if:

- An employer has fewer than 30 employees and one or more of those employees requires the development of an employee participation system
- An employer has 30 or more employees.

The legislation requires employers to have implemented an employee participation system within six months from 5 May 2003.

## Objectives

### Business

Two principal aims of the proposed research project were:

- To determine the uptake of employee participation.
- To understand how employers perceive employee participation.

As a priority, the Department of Labour required the research to enable them to report on the impact and effectiveness of the Amendment. The findings will also potentially be used to feed into a longer-term evaluation of employee participation schemes.

### Research

The specific research objectives were to:

- Determine the type of employee participation systems that are in place
- Determine the uptake of employee participation schemes
  - Whether employers have Health & Safety representatives, a Health & Safety Committee, both or any other system
- Determine employers' perceptions of the benefits and costs of employee participation systems
- Identify employers' needs for further assistance.

# Methodology

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The method of data collection in this survey was twofold and was carried out concurrently:

- Qualitative research– to provide an in depth diagnostic understanding of the perceived benefits and costs of employee participation systems.
- Quantitative research – to measure the extent of behaviours and perceptions.

This report focuses on the quantitative research phase only. The qualitative findings are reported in a separate Powerpoint document.

## Population of interest

The population of interest for this survey was all employers in New Zealand excluding government departments and proprietor-only companies.

Within this definition there are two key sub-groups – selected because each has a different legislation requirement which applies:

- Employers with 30 or more employees – employee participation system is compulsory
- Employers with less than 30 employees – employee participation system is only required if an employee requires one.

## Sample universe

The sample universe is all employers (excluding government departments and proprietor-only companies) on Universal Business Directory (UBD) lists. In total, UBD lists have 126,312 entries for the relevant companies in head offices or single office companies.

## Sampling design

UBD supplied lists of companies (on the above criteria) in six separate categories, specified by OSH and determined by the number of full-time equivalents (FTE's):

- 1-5
- 6-9
- 10-29
- 30-49
- 50-99
- 100+

A total target of 100 interviews was set for each of the six strata.

As UBD data is based on FTE (Full Time Equivalents) data rather than actual people, a question was asked in the questionnaire to determine which category the company fell into based on the total number of full and part-time permanent employees. Also, the UBD information gave the FTE data only for the specific site.

Quotas were initially set on UBD information. However, it was discovered that there was a degree of mismatch between the UBD definitions and the actual company size. After 554 interviews were completed, the quota criterion was changed to be based on the more accurate actual response. Analysis at this point indicated that the actual company size (based on response in the survey) was mainly in the same UBD group or in one group either side. Therefore it was decided that we should change to quotas based on actual response to ensure we had sufficient for analysis. To manage this, the remaining UBD sample was merged, allowing the CATI system to randomly select numbers to fill remaining quotas.

### Weighting

The data was weighted to adjust for the different selection probabilities across the strata, and to ensure the final sample matched population characteristics (using Statistics New Zealand data).

### Interviewing method

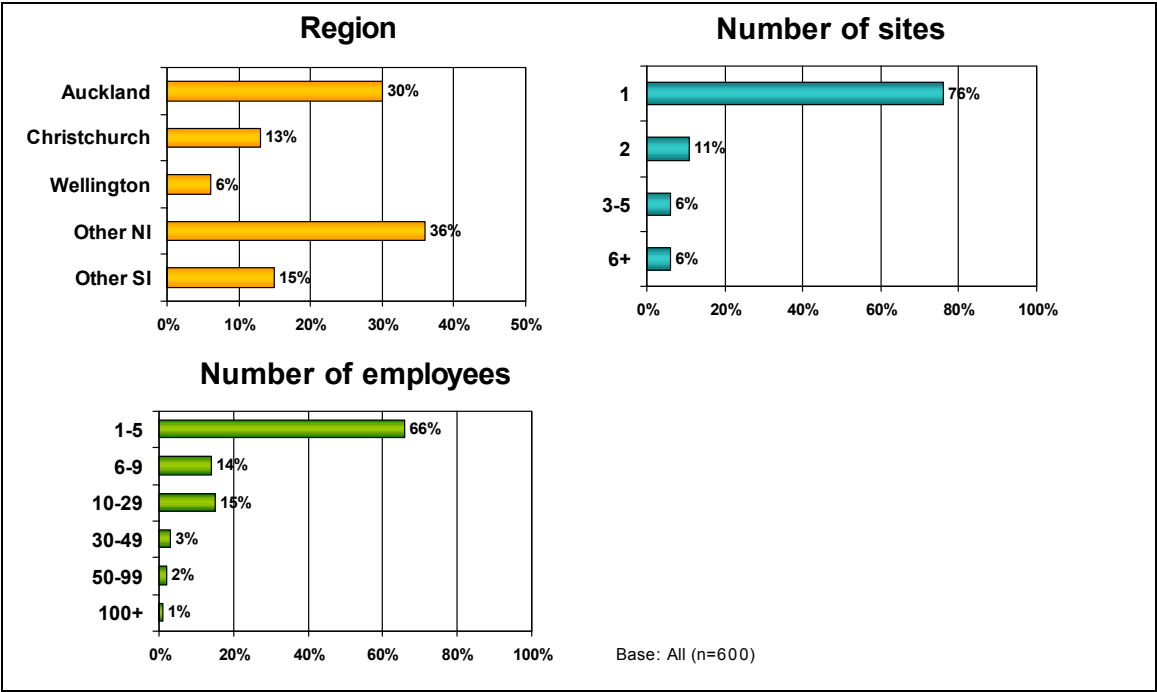
Interviewing was conducted using a CATI (Computer Assisted Telephone Interviewing) methodology.

### Questionnaire

The questionnaire was on average six minutes in length and a response rate of 35% was gained.

Fieldwork was conducted between 29 January and 17 February 2004.

### Profile of the sample



The weighted sample indicates that two thirds of the businesses have between one and five employees and over nine in ten under 30 employees. Only six percent of employers have more than 30 employees. Three quarters of companies reportedly have only one site (76%) and a similar proportion are based in the North Island (72%). Auckland is the location for 30% of the companies, Christchurch 13% and Wellington 6%.

## **Significant differences**

Statistically significant differences in the data are highlighted in the report text, as a bold figure in the tables or independently on the chart where appropriate.

The significant differences that are highlighted are at the 95% confidence level or above.

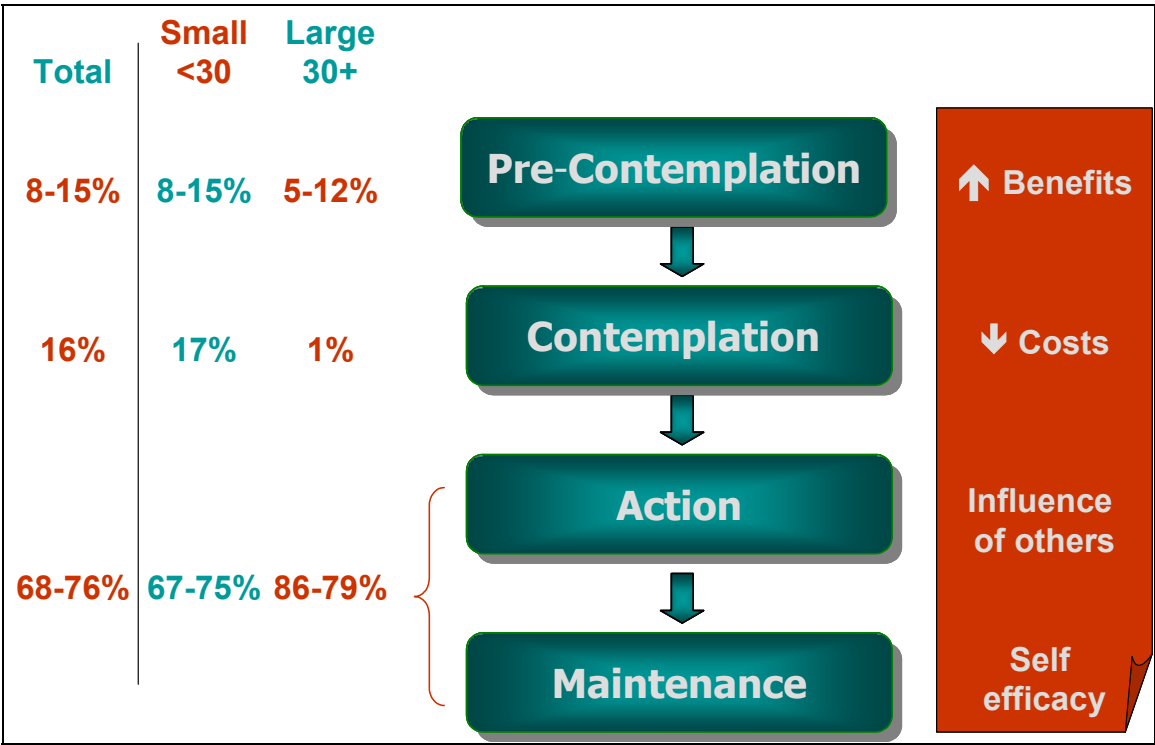
# Summary discussion

This section draws together pertinent findings from both the qualitative and quantitative research. Details of the quantitative research findings are provided in subsequent sections of this report. Details of the qualitative findings are provided in a separate document.

The results of this study are summarised below using a behavioural change model (Andreasen, 1995).

We have categorised employers into one of the four behavioural stages:

- Pre-Contemplation – employers in this stage are unaware of their obligations under the Amendment to involve employees in the health and safety of their workplace
- Contemplation – employers in this stage are aware of their obligations, but have not yet carried out their obligations
- Action – employers have some form of health and safety participation in place
- Maintenance – employers have implemented a system and have maintained this over time.



The research findings suggest that between eight and 15 percent of employers are in the Pre-Contemplation stage of behavioural change. We have presented a range here because eight percent are unaware and not involving their employees and a further 7% are unaware of their obligations, but have some form of system in place – given their lack of awareness there is a risk that these employers may revert to doing nothing.

Clearly, larger employers are more likely to be taking action than smaller employers.

For employers in the Pre-Contemplation stage, OSH's task is an educative one to increase employers' awareness of their obligations under the Amendment.

A further sixteen percent of employers are in the Contemplation Stage – these employers have yet to take action. Moving employers through the stages of behaviour change – and ideally into a state of Maintenance – will require:

- Increasing the perceived benefits
- Decreasing the perceived costs
- 'Others' influencing the attitudes and behaviours of employers
- Addressing self-efficacy issues.

### **OSH has a significant role to play**

Employers most commonly believe that OSH is the appropriate organisation to provide further information and assistance. Indeed, employers desire that OSH play a stronger educational role rather than restricting their role to one of enforcement. Consistent with previous research we have conducted for OSH, some employers in the qualitative research phase of this project also requested an account management model.

### **Communication channels**

Employers desire a range of information channels with paper resources being the most popular. For larger employers, with a better infrastructure, an emphasis on electronic information via the Internet or email would be most appropriate. A key finding from the qualitative research is a desire for direct marketing to employers from OSH.

Communications need to be 'pitched' at different levels. Currently communications are perceived to be targeted at the 'lowest common denominator'. This approach is not working for some as it lacks credibility. Information also needs to be provided that is appropriate for the 'professional industries'.

### **Increasing the benefits and decreasing the costs**

Future communications should emphasise the following benefits:

- *It facilitates good working relationships by involving staff in decisions made*
- *It decreases the costs to businesses of accidents in the workplace*
- *It can be used as a wider management tool*
- *It improves productivity.*

In turn these benefits will assist in addressing the perceived costs of implementation:

- *It is a waste of time and/or effort.*
- *There is a loss of productivity when staff are focussing on the implementation of an employee participation scheme and are temporarily taken away from their core skill area.*

### **Addressing self – efficacy issues**

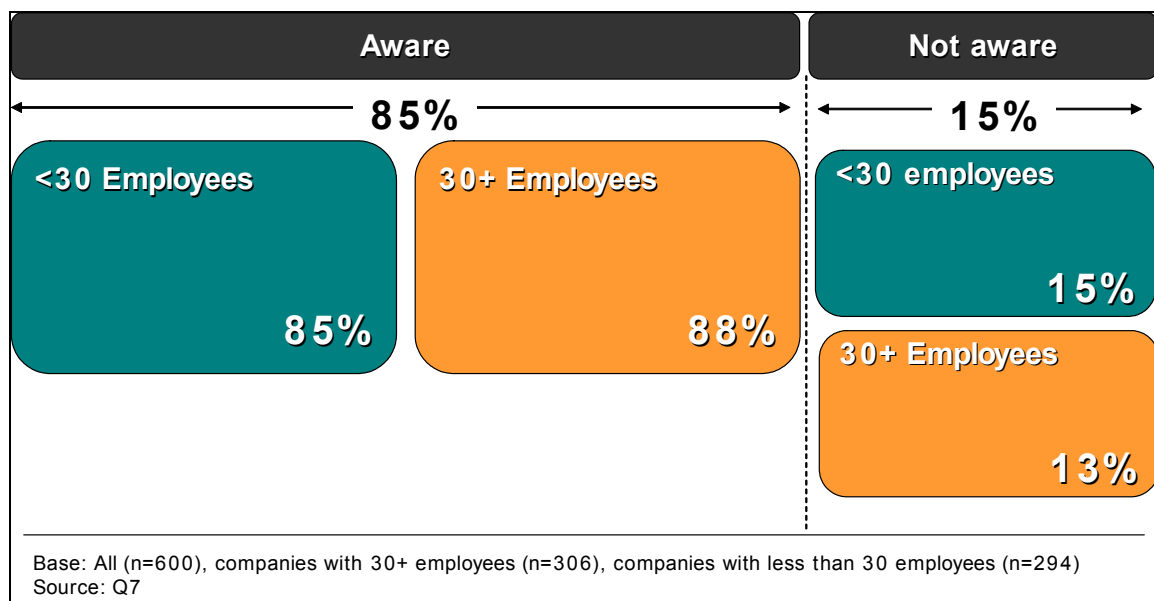
Some employers specifically need to develop the skills to implement and/or maintain the systems. Employers request information on how the Amendment affects them and exactly what they are required to do. There is a preference for visuals to help them work through the process including checklists, flow diagrams and a suggestion for access to someone they can directly speak to for assistance and guidance (e.g an 0800 number).

# Research findings

This section details the survey results.

## Awareness of responsibilities

As the chart below shows, 85% of companies are aware, when prompted, that under the Health and Safety in Employment Act employers are required to involve employees in maintaining and improving the health and safety of their workplace.



Interestingly, there are no significant differences in awareness by size of company (see above) or by the five regions identified in the table below.

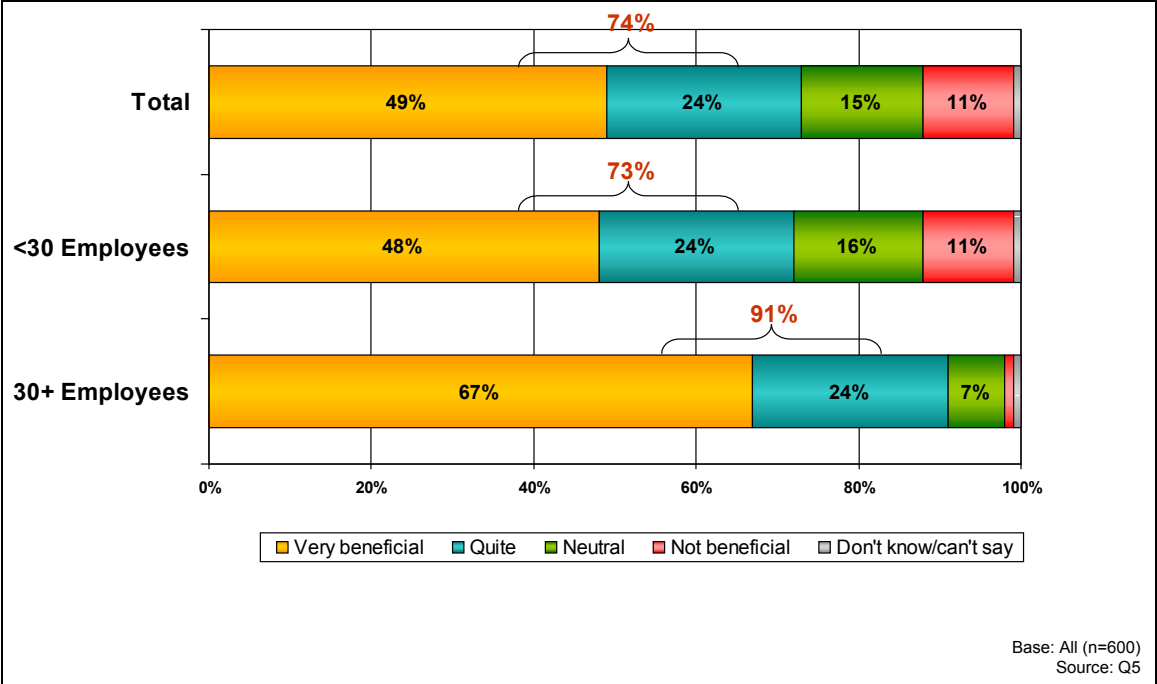
**Table 1: Awareness of responsibilities by region**  
*Q7: Are you aware that under the Health and Safety in Employment Act, organisations are required to involve employees in maintaining and improving health and safety of their workplace?*

	Total (n=600)	Auckland (n=186)	Wellington (n=55)	Christchurch (n=80)	Other NI (n=214)	Other SI (n=65)
% Aware	85%	87%	90%	77%	88%	78%
% Not aware	15%	13%	10%	23%	12%	22%

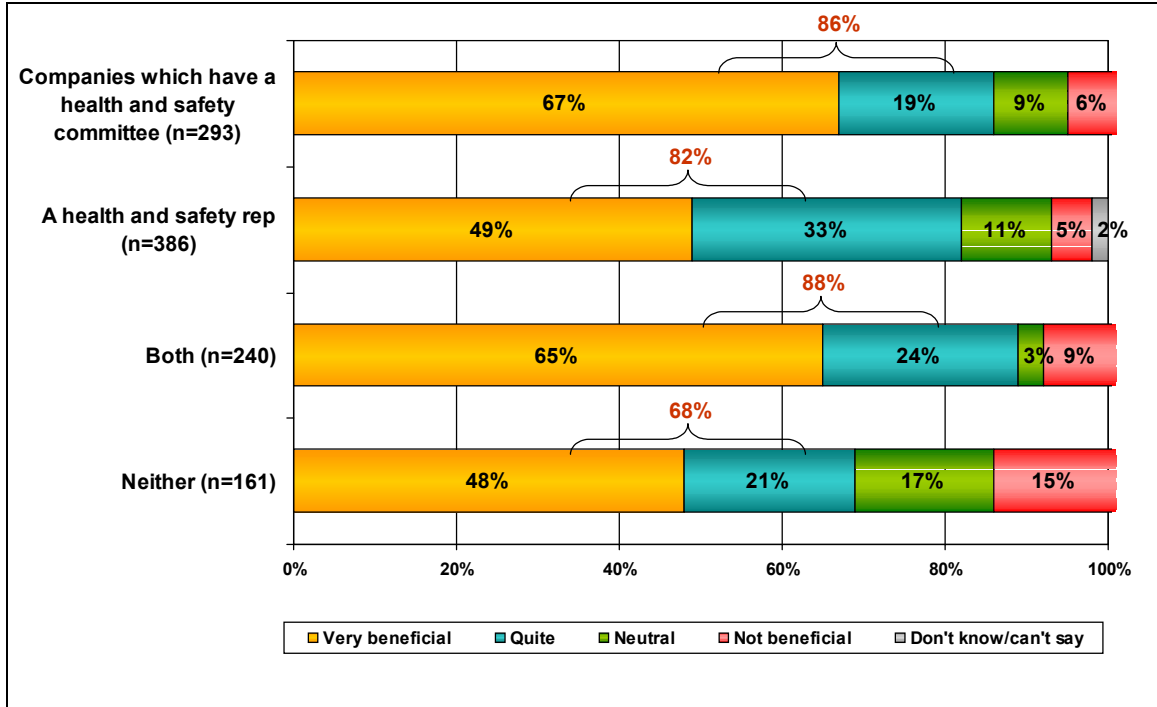
Those unaware of their obligations are similar in profile to the total sample, with the exception of those in the South Island: in Christchurch 19% are unaware and in other parts of the South Island 23% are unaware of their obligations. Christchurch employers make up 13% of the sample and 'other South Island' 15%.

# Is employee participation in health and safety considered to be beneficial?

At an overall level, three quarters of companies believe employee participation to be beneficial (74% either very or quite beneficial). However, in larger companies (those with 30 or more employees), significantly more consider employee participation to be beneficial (very/quite beneficial 91%).



Companies with a health and safety committee are more likely than others to consider their system beneficial – as the chart below indicates (86% of those which have a committee and 88% of those which have a committee and a representative). This result is unsurprising given that more commitment from the company is likely (in the case of a committee more people and time) if they consider it to be beneficial.



## Reasons why an employee participation scheme is considered beneficial

The main benefit of health and safety employee participation schemes cited is the general importance of involving employees in health and safety matters (63%). A quarter of companies also highlight the benefit of decreased accident rates (26%), and a similar proportion that it leads to a better working environment (23%).

	%
Important to involve employees in health and safety matters	63
Decreases accident rates	26
Has led to a better working environment	23
Has led to improved employment relationships	14
Get different perspectives on hazards. 'On the job' identification	6
Shows company to be giving commitment to employee safety	5
Need to follow law/OSH requirement	4
Workers take responsibility for issues / take ownership	4
Makes employees more aware of issues/hazards	4
Others	9
Don't know/can't say	3

Base: Those who consider the scheme to be beneficial (n=500)

For larger companies (over 30 employees), benefits tend to relate more to employment relations.

Benefits are significantly more likely to be in the following areas:

- It has led to a better working environment (33%).
- It has led to improved employment relationships (30%).
- It gives employees the feeling of participation and allows feedback (12%).

Larger companies are significantly less likely to mention:

- A decrease in accident rates (18%).
- Decreases in ACC levies (4%).

Some significant regional differences are apparent, and are highlighted (in bold), in the points below and the table which follows.

- Involvement of staff is considered more of a benefit for companies in the North Island.
- In Wellington, companies appear to have benefited through a better working environment and staff getting different perspectives of hazards whilst working 'on the job'. The latter is also true in the South Island (although not Christchurch).
- Companies in the South Island are more likely to comment that it is an OSH requirement.

**Table 3: Reasons why beneficial by region***Q6a. For what reasons do you feel it's beneficial?*

Reasons	Total (n=500)	Auckland (n=149)	Wellington (n=43)	Christchurch (n=66)	Other NI (n=182)	Other SI (n=60)
Important to involve employees in health and safety matters	63%	63%	<b>78%</b>	<b>50%</b>	<b>74%</b>	<b>44%</b>
Decreases accident rates	26%	25%	21%	37%	30%	16%
Has led to a better working environment	23%	25%	<b>41%</b>	18%	22%	19%
Has lead to improved employment relationships	14%	9%	9%	7%	<b>23%</b>	13%
Get different perspectives on hazards. 'On the job' identification	6%	1%	<b>21%</b>	4%	2%	<b>15%</b>
Shows company to be giving commitment to employee safety	5%	9%	0%	0%	8%	0%
Need to follow law/OSH requirement	4%	4%	0%	0%	<b>0%</b>	<b>14%</b>
Workers take responsibility for issues/ take ownership	4%	5%	0%	0%	6%	0%
Makes employees more aware of issues/ hazards	4%	5%	3%	2%	1%	6%
Others	9%	11%	10%	9%	5%	11%
Don't know/can't say	3%	5%	0%	0%	0%	7%

Base: Those who consider scheme to be beneficial (n=500)

Some other areas highlighted by the qualitative research shed a little more light on the subject:

**Benefits for the employer**

- It leads to greater management awareness of safety issues.
- It equates to greater productivity.
- It increases safety.
- It offers peace of mind for management.

### Benefits for the employee

- Increased morale.
- The employer is seen to be concerned about its employees.
- Employees feel a greater sense of belonging in the organisation, rather than being just a number.
- It makes employees aware of health and safety in the workplace, which carries over into the home environment.

### Reasons why an employee participation scheme is considered to be not beneficial

Few consider a scheme not to be beneficial. The reasons they quote centre on its lack of relevance and the cost to the company in terms of time spent.

There are no significant differences between small and large companies in reasons given why the scheme is not beneficial.

<b>Table 4: Top 5 reasons why it is not considered beneficial by region</b>			
<i>Q6b. For what reasons do you feel it is not more beneficial?</i>			
	Total (n=138)	Auckland (n=45)	Other NI (n=47)
Not an issue in this workplace (low risk/not dangerous)	17%	17%	15%
Produces no obvious effect	10%	16%	6%
Employees not interested	9%	16%	10%
It costs staff members' time	8%	8%	7%
Costs too much of my time	7%	1%	6%
Costs the business too much	2%	0%	7%
Other	10%	10%	13%
Don't know / can't say	46%	34%	62%

*NB: Other regions not shown due to sample size being very small (under 20)*

Base: Those who consider the scheme not to be beneficial

## Participation schemes in place

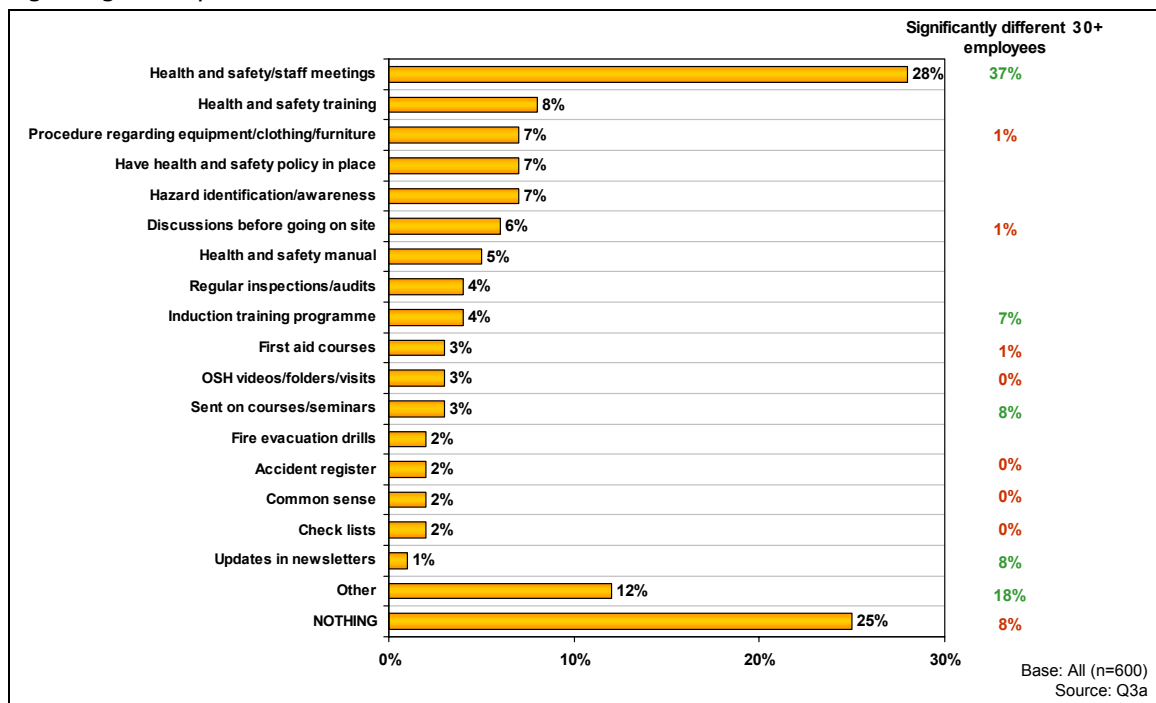
### Unprompted

Initially, survey respondents were asked to describe what they had done in their organisation to involve employees in health and safety.

The most common method of involvement is by holding staff meetings (28%). This is significantly more likely to be the case amongst larger companies, where the figure is over a third (37%).

A quarter (25%) say the employer does not do anything to involve staff in health and safety matters.

Given the legal requirement for companies with over 30 employees to have some kind of employee participation scheme in place, it is encouraging to note that this figure is significantly lower (8%) amongst larger companies.



There are some significant differences apparent by region:

- 20% of companies in 'other South Island' claim they have a health and safety policy in place (compared to 7% among all businesses).
- Discussions before going on site are most likely in Auckland (14%) and least likely in Christchurch (0%).
- In Wellington and Auckland induction/training programmes are more prevalent (18% and 8% respectively), reflecting the fact that these are most likely to be larger companies based in major cities.
- Common sense is mentioned most often in 'other' areas of the North Island (6%).
- Employers in Christchurch are significantly more likely to mention that they are sent on courses (8%), given instructions by their manager (7%) and issued with first aid kits (8%).

**Table 5: Other things done to involve employees in health and safety by region**

Q3a. What kinds of things are done, if anything, in terms of involving employees in the health and safety of the organisation?

	Total (n=600)	Auckland (n=180)	Wellington (n=55)	Christchurch (n=80)	Other NI (n=214)	Other SI (n=65)
Have health and safety policy in place	7%	5%	6%	<b>0%</b>	6%	<b>20%</b>
Discussions before going on site	6%	<b>14%</b>	1%	<b>0%</b>	5%	0%
Induction / training programme	4%	<b>8%</b>	<b>18%</b>	0%	1%	1%
Sent on courses	3%	2%	0%	<b>8%</b>	3%	0%
Common sense	2%	0%	0%	0%	<b>6%</b>	0%
Instructed by manager	1%	0%	2%	<b>7%</b>	1%	0%
Issued with first aid kits	1%	0%	0%	<b>8%</b>	0%	0%

NB: Items shown only if there is a significant difference regionally

Base: All (n=600)

### Prompted

When prompted, one in six claim to have a health and safety committee (16%), a third have a health and safety representative (35%) and 11% have both. Three in five have neither (60%).

As we would expect, the chart below shows that larger companies are significantly more likely to have a committee and/or a representative, given their legal requirement. It is interesting to note, however, that 10% of larger companies when prompted claim to have neither.

**Table 6: Prompted response to whether the employer has a health and safety committee and/or a representative.**

Q3e. Which of the following do you have in the workplace?

	Health and safety committee	Health and safety representative	Both	Neither
Total	16%	35%	11%	60%
In companies <30 staff	13%	32%	8%	63%
In companies 30+ staff	59%	82%	51%	10%

Again, there are significant differences regionally:

- Employers in Wellington are significantly more likely than in other regions to have a health and safety committee (34%).
- Auckland and Wellington employers are more likely to have a health and safety representative (46%), and the opposite is true in the rest of the North Island (23%).
- Wellington is the area where employers are most likely to have both a committee and a representative (31%).
- And Christchurch (supporting a lower level of awareness in this area) is the area where a representative or a committee is least likely to be found (73% neither).

**Table 7: Schemes in place by region**

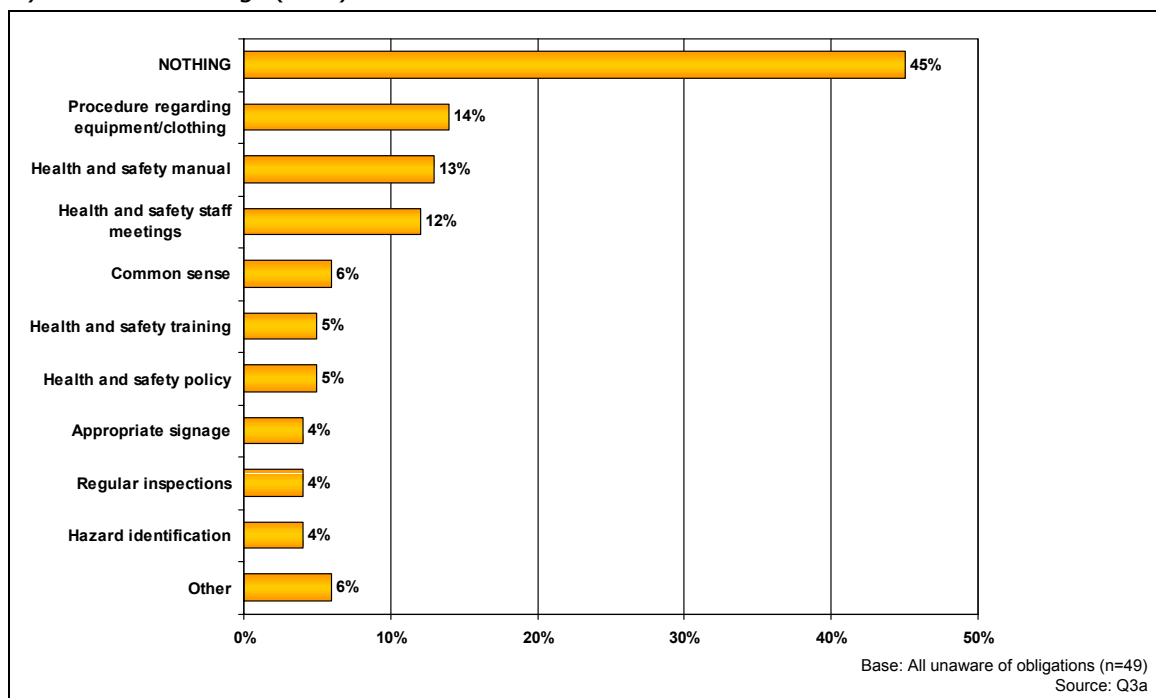
Q3e: Which of the following, if any, do you have in the workplace?

	Total (n=600)	Auckland (n=186)	Wellington (n=55)	Christchurch (n=80)	Other NI (n=214)	Other SI (n=65)
Health and safety committee	16%	15%	<b>34%</b>	12%	15%	18%
Health and safety representative	35%	<b>46%</b>	47%	24%	<b>23%</b>	45%
Both	11%	12%	<b>31%</b>	10%	<b>4%</b>	17%
Neither	60%	52%	51%	<b>73%</b>	66%	54%

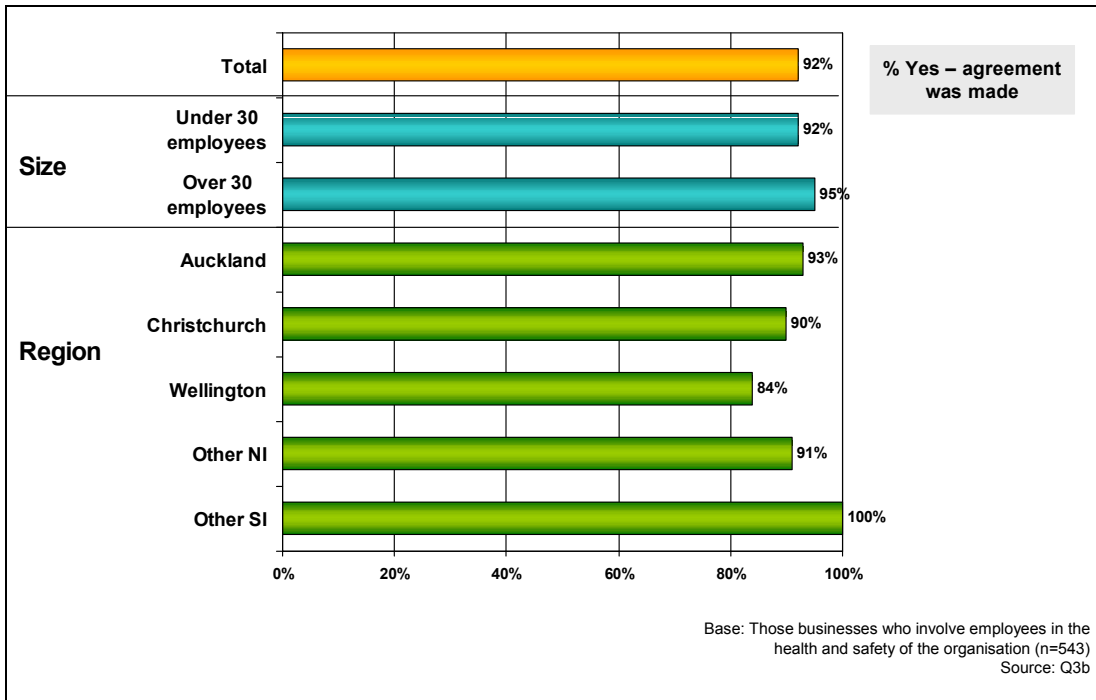
### Those unaware of obligations

Although some employers are unaware of their obligations under the Amendment (15%), some of these are still making efforts to involve staff in the health and safety of the workplace.

Although 45% of businesses who are unaware of their obligations are not involving staff, 14% have procedures regarding clothing and/or equipment, 14% have health and safety manuals, 12% have health and safety staff meetings (13%), and 12% have staff meetings (12%).



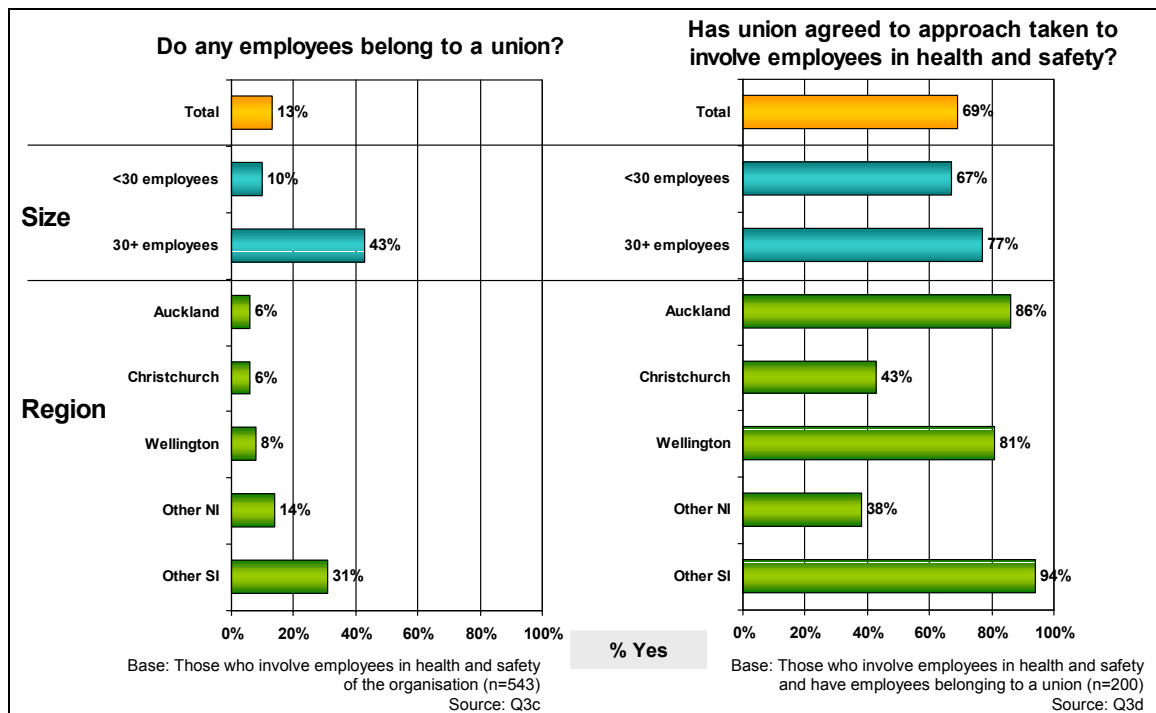
## Agreements in place



The large majority of employers (100% in 'other' South Island) state that the health and safety system they have in place has been agreed to by employer and employee (92%).

## Union involvement

One in eight companies have employees who belong to a union (13%). Union membership is more prevalent in larger companies (43% in companies with 30+ employees). In addition, significantly more companies in the South Island have employees belonging to a union (31%).

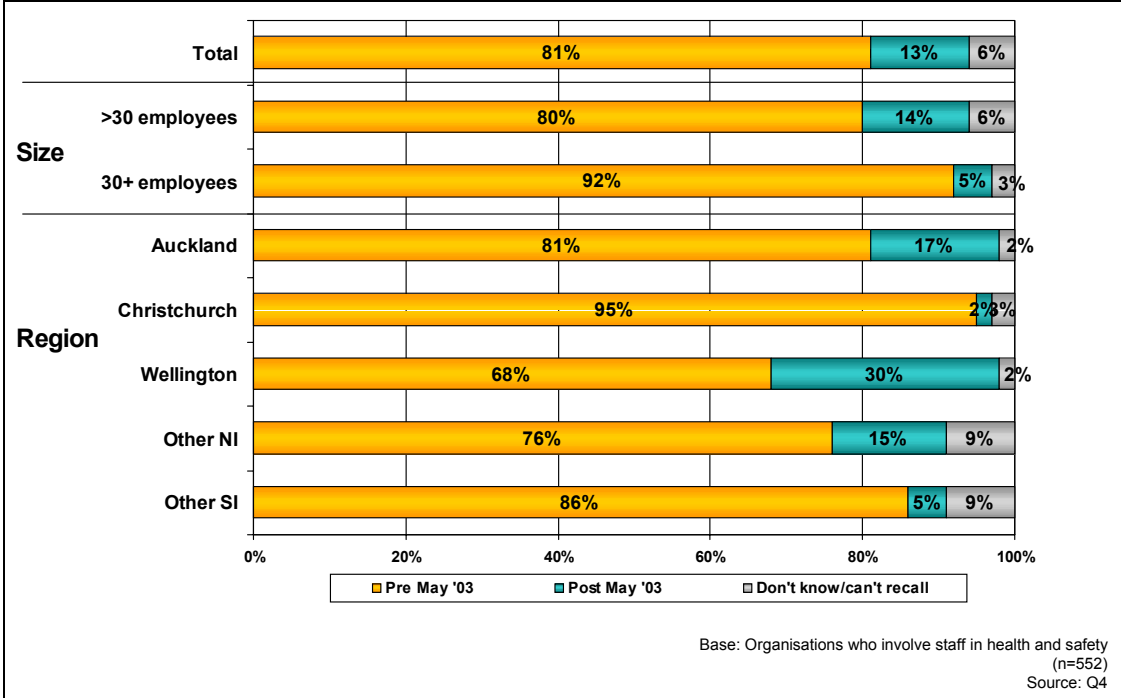


In seven in ten cases (69%), the union has agreed to the approach taken to involve its members in health and safety issues at work. In Auckland, and the South Island, unions are more likely to have agreed to approaches taken, whilst in Christchurch and 'other' North Island the opposite is true.

### Timing of implementation

Although implementation was required by law by May 2003, 13% of employers did not adhere until after the May deadline. This figure is significantly lower for larger companies (5%).

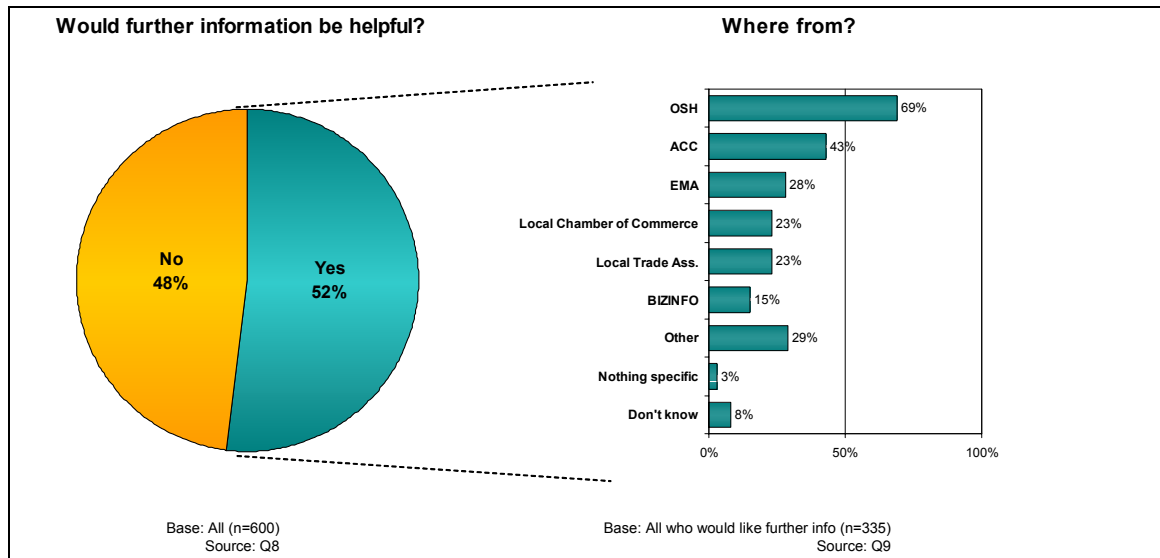
Regionally, employers in Wellington were late starters with 30% implementing their schemes after May 2003, whilst 95% of employers in Christchurch had implemented a scheme within the allotted time-frame.



## Moving forward

### Usefulness and sources of further information

There is an opportunity for employers to be better informed of their obligations with over half (52%) saying that further information would be helpful. Significantly more employers in Auckland, however, feel they have sufficient information with only 39% considering further information to be useful. The opposite is true of larger employers (30+ employees) where almost two thirds (63%) would find further information useful.



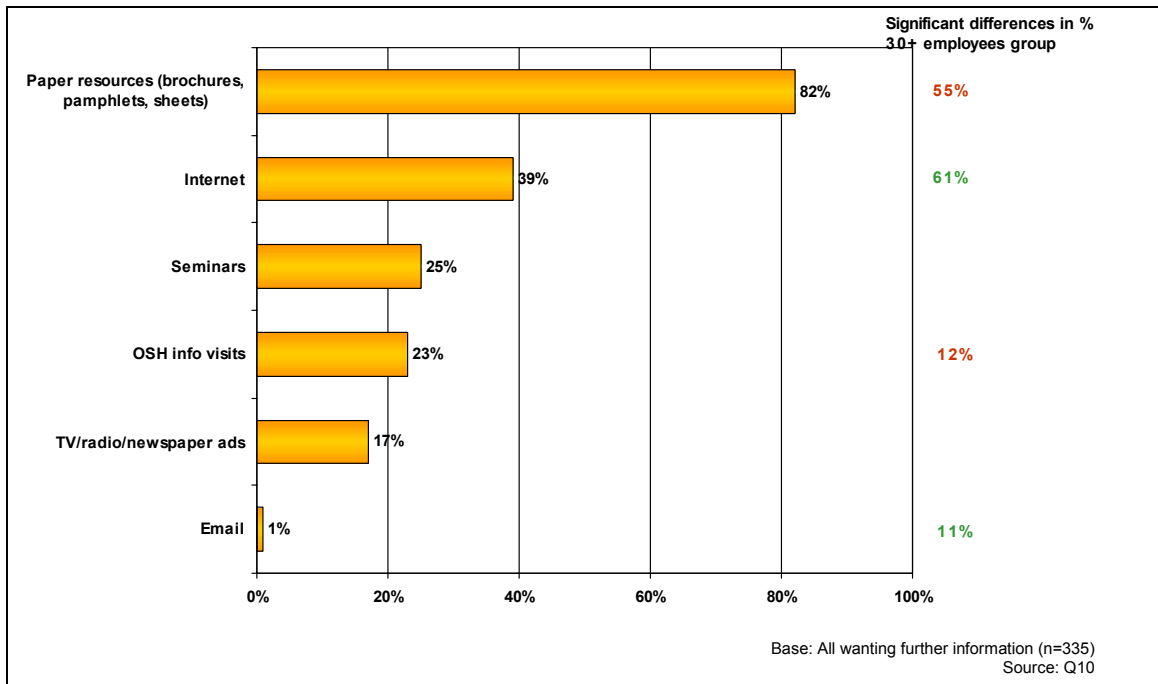
Seven in ten would like further information from OSH (69%), and two in five consider that ACC would be a useful information source (43%). There is also an opportunity to inform employers through local employers and industry bodies such as the Employers and Manufacturers Association.

Although Auckland employers are less likely to find further information useful, those in Auckland are significantly more likely to suggest OSH (87%) and industry bodies (e.g. local trade association 37%) than is the case in other parts of the country. Employers in Wellington are least likely to be able to be specific about preferred information sources (25% mentioned nothing specific compared to 3% overall).

## Information formats

At an overall level, paper resources such as brochures and pamphlets are most preferred (82%). Internet is also an option for two in five employers (39%), whilst seminars and OSH information visits are popular amongst a quarter (25% and 23% respectively).

The preferred sources for larger companies are different, and have more of an electronic focus: 61% would prefer the Internet and 11% would prefer email as a method of receiving information about involving companies in health and safety.



At a regional level, Christchurch employers feel more comfortable with non-electronic resources such as brochures and seminars (96% and 40% respectively). In Wellington, paper resources are significantly less popular than in other parts of the country (48% compared to 82% overall).

# Appendix 1 - Weighting calculations and factors

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Weighting was based on the respondent's individual probability of selection from the UBD database and population proportions (in terms of the proportion of employers in each company size strata as recorded by Statistics New Zealand).

Specifically the final weight was calculated as:

final weight=probability of selection weight\*post stratification weight.

Where:

The selection\_weight= $N/n$ , n was the number of responding sites/businesses in the particular UDB size category, N=the total number of sites/business in the UBD database in the size category. (The selection strata were defined by the employment size recorded in UBD's database.)

The post\_stratification\_weight= $M/m$ , where M=the number of businesses for a particular size category recorded by Statistics New Zealand, m=the sum of the selection\_weights for all respondents in the final sample that reported being in that particular size category. The post-strata were defined by the employment size (fulltime plus part-time) reported by the respondent.

## Appendix 2 – Questionnaire

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# Health & Safety employee participation

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**INTERVIEWER'S NAME:** \_\_\_\_\_

**INTERVIEWER EMPLOYEE No.**

**COMPANY NAME** \_\_\_\_\_

**RESPONDENT ROLE/JOB TITLE** \_\_\_\_\_

**RESPONDENT/CO. PHONE NUMBER** \_\_\_\_\_

**DAY/DATE:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_

**FINISH TIME:** \_\_\_\_\_

**DURATION**

**AUDIT DETAILS:** \_\_\_\_\_

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## Introduction

Good morning/afternoon/evening my name is ... from Colmar Brunton, the independent market research company.

Can I just check – does your business have permanent employees other than the owner?

**IF YES – CONTINUE**

**IF NO – CLOSE**

May I please speak to the person who is responsible for health and safety in your organisation?

## RE-INTRODUCE IF NECESSARY

We are currently doing a survey for the Occupational Safety and Health Service about employee participation in Health and Safety in the workplace. Do you have around 7 or 8 minutes to answer a few questions?

**IF NECESSARY:** Your answers are completely confidential. Your responses will be grouped with the other respondents so that individuals or their answers cannot be identified. The information you provide will be entirely separate from any contact you may have had or will have with OSH. There are no right or wrong answers. OSH just wants to identify ways in which they can help employers manage health and safety requirements.

**MAKE APPOINTMENT IF NECESSARY**

**IF NOT SITE CALLED INITIALLY (I.E. NOT HEAD OFFICE) TYPE  
IN TELEPHONE NUMBER .....**

**CODE GENDER**

Male .....	1
Female .....	2

**CODE AREA: FROM SAMPLE**

Auckland .....	1
Christchurch .....	2
Dunedin .....	3
Gisborne .....	4
Hamilton .....	5
Invercargill .....	6
Napier/Hastings .....	7
Nelson .....	8
New Plymouth .....	9
Palmerston North .....	10
Rotorua .....	11
Tauranga .....	12
Wanganui .....	13
Wellington .....	14
Whangarei .....	15
Kapiti .....	16

Q1a Which industry is the organisation in?

**CODE ONE ONLY. READ OUT IF NECESSARY**

- Manufacturing ..... 1
- Construction..... 2
- Wholesale trade..... 3
- Retail trade ..... 4
- Accommodation, cafes, restaurants ..... 5
- Transport & storage..... 6
- Communication services ..... 7
- Finance and insurance..... 8
- Business services or property..... 9
- Cultural and recreational services .....10
- Health and community services.....11
- Education.....12
- Personal and other services .....13
- Government ..... NON QUALIFIER
- Electricity, gas and water supply .....15
- Mining .....16
- Agriculture, forestry and fishing .....17
- Other (specify) .....18
- Don't know.....19
- Refused .....20

Q1b How many sites does the organisation operate from?

**TYPE IN**

Q2 How many permanent employees does the organisation have in total (IF MORE THAN 1 AT Q1b across all sites)? Please include both full-time and part-time employees, but do not include the owner or casual staff in your answer.

1-5 .....	1
6-9 .....	2
10-29 .....	3
30-49 .....	4
50-99 .....	5
100+ .....	6
None .....	7

Q3a What kinds of things are done, if anything, in terms of involving employees in the health & safety of the organisation?

**DO NOT READ**

Staff meetings .....	1	
Employee representatives.....	2	Ask Q3b
Other (specify) .....	3	
Nothing.....	4	Go to Q3e

Q3b Thinking now about the system you have just described that involves employees in the health and safety of the workplace. Has this approach been agreed to by both employer and employees in the organisation?

Yes.....	1
No.....	2
Don't know.....	3

Q3c Do any employees in the organisation belong to a union?

Yes.....	1	Ask Q3d
No.....	2	Go to Q3e
Don't know.....	3	

**ASK Q3d IF ANY EMPLOYEES BELONG TO A UNION (Q3c/1)**

- Q3d Has the union agreed to the approach taken to involve employees in the health and safety of the workplace?
- Yes..... 1
  - No..... 2
  - Don't know..... 3

- Q3e Which of the following, if any, do you have in the workplace?  
**READ OUT. CODE EACH MENTIONED**
- Health and Safety Committee ..... 1
  - A Health and Safety Employee representative..... 2
  - Neither ..... 3

Q4 **SKIP IF NOTHING AT Q3a AND NEITHER AT Q3e. OTHERS GO TO Q5**

Since when has the organisation had employee participation in health and safety in the workplace?

**DO NOT READ**

- Pre May 2003 ..... 1
- May 2003..... 2
- June 2003 ..... 3
- July 2003 ..... 4
- August 2003..... 5
- September 2003 ..... 6
- October 2003 ..... 7
- November 2003 ..... 8
- December 2003 ..... 9
- Sometime in 2004.....10
- Don't know/Can't remember .....11

Q5 To what extent do you feel that having employees participate in the health and safety of the workplace is beneficial? Is it:

**READ OUT**

- Very beneficial..... 1 Ask Q6a
- Quite beneficial..... 2 Ask Q6a & 6b
- Neutral ..... 3 Go to Q7
- Not beneficial ..... 4 Ask Q6b
- Don't know/can't say (**DO NOT READ**)..... 5 Go to Q7

Q6a For what reasons do you feel it is beneficial?

**DO NOT READ**

- It decreases accident rates ..... 1
- It decreases ACC levies ..... 2
- It is important to involve employees in health and safety matters ..... 3
- It has led to improved employment relationships ..... 4
- It has led to a better working environment ..... 5
- Other (please specify) ..... 6
- .....
- .....

Q6b For what reasons do you feel it is not (IF CODE 2 AT Q5: more) beneficial?

**DO NOT READ**

- It costs too much of my time ..... 1
- It costs the business too much..... 2
- It costs staff members time ..... 3
- It produces no obvious effect..... 4
- It gives employees too much influence ..... 5
- It gives unions too much influence ..... 6
- Other (specify) ..... 7
- .....
- .....

Q7 Are you aware that under the Health and Safety in Employment Act organisations are required to involve employees in maintaining and improving the health and safety of their workplace?

- Yes..... 1
- No..... 2
- Don't know (**Avoid**) ..... 9

Q8 Would you find further information or personal assistance helpful to you in further involving your employees in the health and safety of the workplace?

**CODE ONE ONLY**

- Yes..... 1 Continue
- No..... 2 Go to
- Don't know (**avoid**)..... 3 Close

Q9 Which organisations would you like to receive information from on involving employees in health and safety?

**READ OUT**

- Local Chamber of Commerce ..... 1
- ACC..... 2
- Employers Manufacturers Association ..... 3
- OSH ..... 4
- BIZINFO ..... 5
- Through your local trade association ..... 6
- Through your industry group **(SPECIFY)** ..... 7
- .....
- Another organisation **(SPECIFY)**..... 8
- .....
- None **(DO NOT READ)** ..... 9
- Don't know/Don't mind **(DO NOT READ)**.....10

Q10 And, in which of the following formats would you like to receive information on involving employees in health and safety?

**READ OUT**

- Information visits from OSH..... 1
- Seminars..... 2
- Paper resources such as brochures, pamphlets or fact sheets ..... 3
- Advertisements on television, radio or in newspapers..... 4
- On the Internet ..... 5
- Some other means **(SPECIFY)**..... 6
- .....
- None **(DO NOT READ)** ..... 7
- Don't know **(DO NOT READ)**..... 8

**ASK IF CALLING A SITE OTHER THAN THE HEAD OFFICE**

Q11 Which town/city is the business based in (IF NECESSARY: this site)?

Auckland.....	1
Christchurch.....	2
Dunedin.....	3
Gisborne.....	4
Hamilton.....	5
Invercargill.....	6
Napier/Hastings.....	7
Nelson.....	8
New Plymouth.....	9
Palmerston North.....	10
Rotorua.....	11
Tauranga.....	12
Wanganui.....	13
Wellington.....	14
Whangarei.....	15
Kapiti.....	16

Q12 Please could you tell me your job title or role within the organisation?

Human Resources/HR Manager/Director.....	1
Other (specify).....	2

Q13 Finally, as part of our quality control procedures, someone from our project team may wish to recontact you to ask a couple of questions, verifying some of the information we have just collected

Please could I just confirm your full name? .....

**CLOSE**

That is the end of the survey. Thank-you for your time. As I said before my name is ..... from Colmar Brunton Research. If you have any questions please feel free to call my Supervisor. (Offer name & number if necessary).

*"I certify that I have conducted this interview in accordance with the guidelines set out in the Market Research Society Code of Practice and in accordance with the instructions from Consumer Link. I have thoroughly checked the questionnaire and it is complete in all respects."*

**INTERVIEWER'S SIGNATURE :**