

Working Safely for your community: health and safety guidelines for community organisations

Evaluation survey form

The Guidelines

1. How did you receive the Guidelines?

- a. Received from the Office of the CVS
- b. Received from OSH
- c. Received from another source: _____

- d. Requested from the Office of the CVS
- e. Requested from OSH
- f. Requested from another source: _____

2. Using the Guidelines: please answer 'yes' or 'no' to each question

- a. We have read the Guidelines Yes No
- b. We have distributed copies of the Guidelines throughout our organisation Yes No
 - i. If yes, to whom? _____

- c. We have disseminated information from the Guidelines throughout our organisation Yes No
 - i. If yes, what information? _____

- d. We have discussed the Guidelines and its application to our organisation Yes No
 - i. If yes, how do you see the Guidelines applying to your organisation?

- e. We have used the Guidelines for an actual situation Yes No
 - i. If yes, what was the situation?

- f. We have used the Guidelines in other ways Yes No
 - i. If yes, please describe: _____

If you answered 'yes' to any questions in 2., please go to question 3.

If you **did not** answer 'yes' to any questions in 2., please go to question 6.

3. The Guidelines contain a number of examples, concepts and terms. Please indicate your response on a scale of 1 to 5:

1: we strongly agree 2: we agree 3: we are undecided 4: we disagree

5: we strongly disagree n/a: we don't know/this is non-applicable

- a. There are enough examples in the Guidelines (1-5) _____
- b. The examples are clear (1-5) _____
- c. The tone of the overall Guidelines is appropriate (1-5) _____
- d. Legal concepts are explained clearly and are understandable (1-5) _____
- e. Legal definitions are explained clearly and are understandable (1-5) _____
- f. The best practice/enforcement structure is clear (1-5) _____
- g. The best practice/enforcement structure is useful (1-5) _____
- h. The Guidelines are helping/will help us reduce compliance costs (1-5) _____
- i. Do you have any comments about the topics covered in 3a-h?

4. Do you have any comments or suggestions about the language or format of the Guidelines?

5. Do you have any further comments or suggestions about how OSH can help you implement the Guidelines?

Past involvement with OSH

6. Please indicate **whichever categories** apply to your organisation:

a. Looked at the OSH website (www.osh.dol.govt.nz)

b. Looked at the OSH Health and Safety in Employment Amendment Act 2002 website (workinfo.govt.nz)

- c. Compliance (inspection) visit from our local OSH office
- d. Requested information/assistance from our local OSH office
- e. Received information/assistance from our local OSH office
- f. Attended a HSE Amendment Act 2000 seminar
- g. Requested HSE Amendment Act 2000 information/assistance from our local OSH office or the Workinfo line
- h. Received a HSE Amendment Act 2000 information/assistance from our local OSH office or the Workinfo line
- i. Used the 'Blue Guide' to the Health and Safety in Employment Act 1992 (<http://www.osh.dol.govt.nz/order/catalogue/808.shtml>)
- j. Received information/assistance on our health and safety obligations from a community and voluntary 'umbrella group'/association
- k. Requested information/assistance on our health and safety obligations from a community and voluntary 'umbrella group'/association
- l. Receiving the Guidelines from OSH was the first contact we have had with OSH
- m. Other (please specify) _____
- n. We have had no prior contact with OSH

Demographics

7. Please tick **one** category which **best** describes your type of organisation:

- a. A Community or Voluntary organisation
- b. An 'umbrella group' representing other organisations
- c. Other: _____

8. Please tick **one** category which **best** describes your organisation's work area:

- a. Arts, culture and heritage
- b. Consumer protection/legal advice
- c. Sport and recreation
- d. Children, youth and education
- e. Environment
- f. Health
- g. Social services
- h. Disability support services
- i. Politics and advocacy
- j. Gay rights
- k. International affairs and human rights
- l. Women's issues

- m. Employment/work related services
- n. Religion or faith-based groups
- o. Emergency services
- p. Other: _____

9. Please tick **one** category which **best** describes your organisation's total workforce type:

- a. Entirely voluntary, no paid staff
- b. A mixture of voluntary and paid staff
- c. Paid staff, and volunteers occasionally
- d. Other: _____

10. Please tick **one** category which **best** describes the **typical** number of your **full time equivalent (FTE) paid** employees:¹

- a. 1 – 4 paid FTE employees
- b. 5 – 10 paid FTE employees
- c. 11 – 20 paid FTE employees
- d. 21 – 30 paid FTE employees
- e. 31 – 50 paid FTE employees
- f. 51 – 100 paid FTE employees
- g. 100+ paid FTE employees

11. Please tick **one** category which **best** describes the **typical** number of your **full time equivalent (FTE) volunteers**:

- a. 1 – 4 FTE volunteers
- b. 5 – 10 FTE volunteers
- c. 11 – 20 FTE volunteers
- d. 21 – 30 FTE volunteers
- e. 31 – 50 FTE volunteers
- f. 51 – 100 FTE volunteers
- g. 100+ FTE volunteers

¹ Full-time equivalent positions are the total number of full-time employees (working a 40 hour week) plus the full-time equivalent (forty hours per week) of the part-time employees. For example, one person works 40 hours and another person works 20 hours equals 1.5 FTE.

Please provide your contact details on the response form if you would like to receive a hardcopy of the report when it goes online, or if you would like an opportunity to further discuss the Guidelines.

Thank you for replying to this survey.

Please be assured your response is **completely confidential** and the information you provide is **entirely separate** from any contact your organisation has had, or will have, with OSH.

Your participation will help ensure the results accurately describe how the Guidelines are helping community and voluntary organisations, and will provide useful information on what further assistance OSH can provide.

The results will be posted on the MSD and OSH websites during May 2004.

Thank you and kind regards
Frances Butcher