

# CONDUCTING A BEHAVIOURAL CLIMATE SURVEY

The MindSafety Behavioural Climate Survey resource is designed to conduct quick & manageable surveys with small groups of operatives to measure the 'site ambience' & HSE perceptions of operatives at any given time within the work environment.

Tool box talks, safety briefings & team meetings are great opportunities to conduct quick surveys with the teams. Ideal group sizes are small groups or teams of between 4-10 in number. The survey takes around 5 minutes to complete. Answers should be quick & honest, as the surveys are anonymous & therefore should not be perceived as any sort of threat.

The Behavioural Climate Survey offers a 'Voice' to the on-the-ground operatives about their perceptions of safety while at work.

It is also a good resource to check safety perceptions with sub-contractors & temporary workers.

		ALWAYS	SOMETIMES	NEVER
1	I always wear the correct, appropriate & issued PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	I feel safe when I am working here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	I stop working on jobs that feel unsafe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	I bring safety topics into meetings and team safety discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	I question decisions if it means working unsafely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	I challenge productivity when it affects safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	I see safe working practice as a people/business investment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	I ensure learning from accidents is understood through engagement with my safety manager / coach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	I ask my safety manager / coach to help me solve safety issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	I talk to my colleagues and team members about working safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## STEP 1

### PREPARE FOR THE SURVEY

- Plan when to do the survey (with a particular group as part of say a tool box talk).
- Allow 10 minutes to conduct the survey with the group. This would allow:
  - 2-minutes to introduce the survey
  - 1-minute to hand out survey sheets & pencils/pens
  - 5-minutes for everyone to complete the survey
  - 2-minute to collect the completed survey sheets & finish up
- Ask everyone to be honest as the questionnaire is anonymous.
- Have enough questionnaire sheets for the size of the group.
- Have the same number of pencils/pens with you as survey questionnaires.

## STEP 2

### MARKING THE COMPLETED SURVEY SHEETS

Tally up the scores using the **Manual Marking Sheet** available to download through our website [www.mindsafetyinternational.com/downloads](http://www.mindsafetyinternational.com/downloads)

The marking process only takes a few minutes & can be done at a later time when convenient.

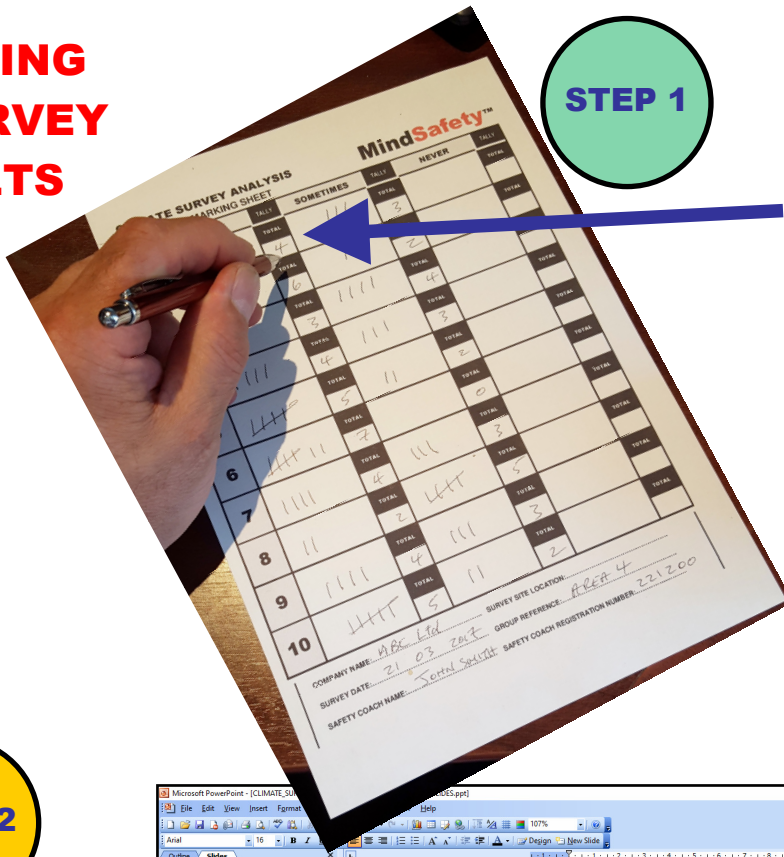
## STEP 3

### ENTER THE DATA INTO THE CHARTS ON THE PRESENTATION SLIDES FOR REVIEW

The totals from the **Marking Sheet** can now be entered into the charts within the configured slides by 'double clicking' on the chart representing the particular question. The slides can then be reviewed to identify perceptions & trends about safety at the time of the survey, & any improvement opportunities. The slides are also available as a PowerPoint to download through our website as above.

# MANAGING THE SURVEY RESULTS

## STEP 1

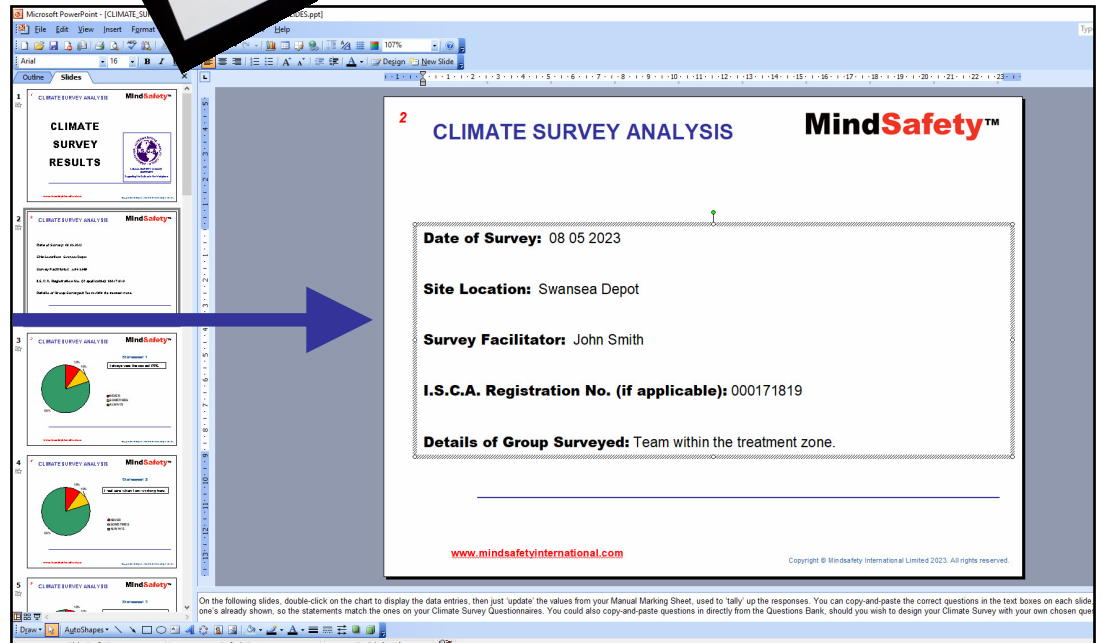


After collecting the survey sheets from the participants, tally up the scores from the completed surveys using the Manual Marking Sheet you have printed out.

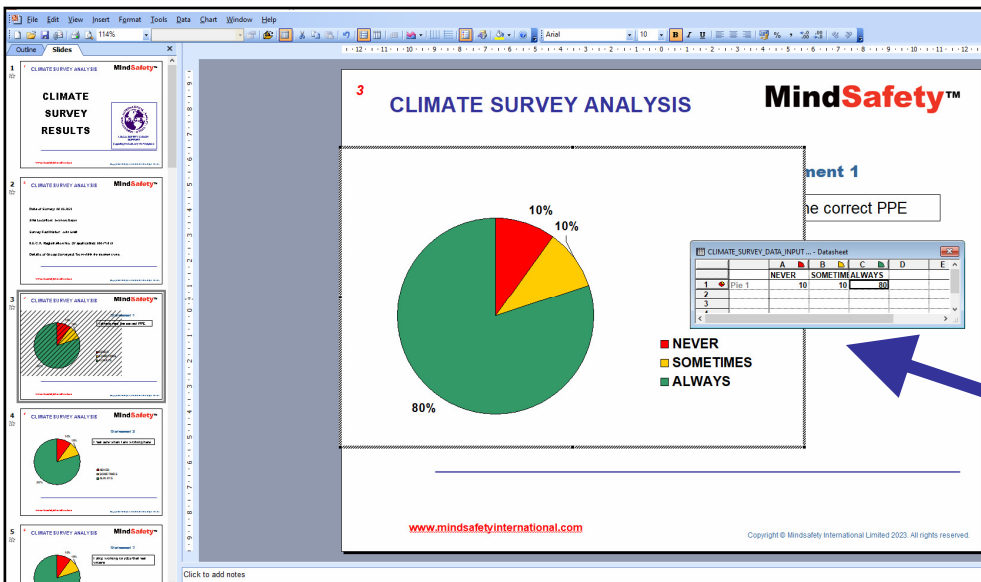
This is downloadable as a PDF Template & will need to be printed out.

## STEP 2

Open the Data Input PPT you have downloaded & remember to put the relevant information about the survey & when it was done on Slide 2 as a reference to that survey.



## STEP 3



Double click on the graph of the following slides & enter the data you tallied up into the table as shown.

The slides can then be reviewed with teams & at safety meetings.