

Safety capability – timeline

Survey implementation - suggested timeline	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Ongoing	12 Months
Prepare the workplace												
Register your organisation and create the survey												
Explore resources available here: Safety capability, leadership and culture												
Develop a business case												
Gain senior manager and leadership commitment												
Develop a communications plan												
Create and manage the survey												
Launch the survey												
Promote the Safety capability survey at your workplace												
Monitor survey response rate and send reminders												
Close survey or extend if required												
Send thank you email to the workforce												
Interpret and communicate results												
Receive your survey results												
Undertake focus groups to explore results further												
Share findings with workforce												
Take action												
Develop an action plan in consultation with workers. Use the tip sheets for guidance.												
Communicate the action plan and commence implementation												
Gather feedback to evaluate the effectiveness of the action plan.												
Monitor and evaluate safety capability												
Undertake the Safety capability survey after 12 months to monitor effectiveness of interventions												