Build a business case for

your safety capability survey

Building a business case can help your senior leaders understand and appreciate

the benefits of improving safety capability at your workplace. When leaders

understand how safety can be improved through the safety capability survey, and

how this can strengthen their business model, they are more likely to support the

survey and make positive safety changes at work.

Effective business cases:

* identify business needs and/or problems
* communicate project goals and objectives
* explain what benefits the project will provide.

Use the template below and safety capability resources to help develop your

business case.

Business case template

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| **Project Name** |
| *e.g., Measuring and improving (your business)’s safety capability.* |
| **Project manager**  Include the name and details of the project manager/survey administrator. |
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| **Executive summary**  Summarise the purpose and main points of the business case. |
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| **Mission statement**  Define the goals, and objectives of the project/Safety capability survey. Describe how they relate to the business’ vision, mission, policies and WHS priorities. |
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| **Safety capability background**  Briefly describe safety capability and how it is measured. |
| * *e.g., safety capability is the combined capacity of systems, teams, and individual workers to prioritise health and safety, coordinate and allocate resources, and respond to organisational risks, threats, and disruptions. It is measured using a 42-question online survey provided to all employees.* |

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| **Benefits for your workplace**  Why should your business measure safety capability? What are the benefits of improving your workplace safety capability? |
| * *e.g., to understand safety capability within the workplace, acknowledge strengths, and identify areas for opportunity that can be targeted to improve WHS outcomes.* * *e.g., healthy, and safe workplaces have less injuries and accidents, less workers compensation claims, less turnover and increased worker morale and engagement. Measuring safety capability is an important first step towards improving these outcomes.* |
| **Project overview**  Include timeframes, details of survey administration, how confidentiality will be maintained, delivery of results, follow-up activities, etc. |
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| **Costs**  Provide details of any financial costs or resources required. |
| * *e.g., there are no direct costs associated with undertaking the survey, however changes made as part of interventions may require financial investment.* |
| **Risks and mitigation**  Are there foreseeable risks to the project/safety capability survey? How will you manage them? |
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| **Endorsement and role of senior leaders**  Whose endorsement do you need to complete/approve the project/safety capability survey? How can senior leaders be involved? |
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