

# ACC Workplace Safety Management Practices – Focus group interview consent form

Your employer has applied for entry to the ACC Workplace Safety Management Practices programme. The programme rewards employers who invest in workplace health and safety, and work with their employees to reduce the number and severity of accidents in the workplace.

Part of the application process involves a focus group interview.

## What is a focus group interview?

- It is a short meeting that an auditor will conduct with small groups of employees and (separately) managers/supervisors to discuss how health and safety systems operate in practice at your workplace.
- It should take no more than an hour to complete and you will be given time off (with pay) by your employer to attend the interview.
- The interview does not have a set format but covers basic questions of health and safety, and injury prevention practices in your workplace.
- If you would like a copy of the standard that your workplace health and safety is being evaluated against, ask your employer.
- If you want further information on the audit process, you can ask your employer for a copy of the 'ACC Workplace Safety Management Practices – Audit Process Fact Sheet' ACC1683.

## What should you consider before signing this form?

- The information you provide as a part of this focus group interview process will be kept confidential within the group and the auditor.
- The results of the focus group interview will be written up in summary format only. Therefore, your employer will not be able to identify the individual responses.
- You should not receive any incentive for being present at the interview and your employer should not direct the way you answer questions.

## Declaration

I declare that I have read and understood the purpose and process for the ACC Workplace Safety Management Practices audit. I consent to participating in the focus group interview. I understand that my responses will not be identified in the audit summary report to be given to my employer and to ACC.

Employee's first name(s):

Employee's last name(s):

Employee's job title:

Company's name:

Employee's signature:

Date:  DD  MM  YYYY