

Culture Survey: Key Steps in the Process

Step 1 – your icare Injury Prevention Specialist will meet with you to discuss the culture survey and will seek your agreement to participate



Step 2 – you will be provided with a spreadsheet to populate with data required to send out the surveys. This includes the employees' email address, first name (to personalise the survey invitation), gender and a description of role titles and department they work in. This will allow us to email the survey directly to your workers



Step 3 – your icare Injury Prevention Specialist will talk to you about the distribution of the survey, including the go live date and survey close date, as well as how communication about the survey will occur. The more employees respond to the survey, the greater value you will obtain from the survey. We therefore recommend an internal communication plan to be put in place prior to survey distribution. We have communication templates that we can provide you with if you need them



Step 4 – we will monitor the response rate to the survey and will support you with any follow up communication that is required. Reminders to complete the survey can also be built into the survey process which also provide easy access to the survey link.



Step 5 – we will complete the analysis from the survey and will make a time to discuss the insights with you, and importantly ideas around how you could positively influence the culture to drive improvements in injury prevention



Step 6 – initiatives and actions can be documented in an action plan.