

# People at Work Survey





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## About this book

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This book is written by Intelife Group.  
When you see the word **we**, it means Intelife Group.

**Intelife**



This book is written so it is easy to read. The first time we use hard words we write them in **blue**. Then we explain what the word in **blue** means.



You can get someone to help you:

- read this book.
- know what this book is about.



You can ask for more information.

**People**  
**AT WORK**

## People at Work survey

**People at Work** are a company that help a work place to be safe.

We have asked People at Work to help Intelife.



People at Work will ask our staff about **psychosocial risks** at work.

Psychosocial risks are things that could cause harm to your mental health.



You will be asked to complete a **survey**.

A survey is a list of questions that we want you to answer.

We will use the answers to help keep you safe at work.

## Filling in the survey

There are 3 ways you can fill in the survey.



Option 1. You will get an email with a link. Click on the link to see the survey.

Option 2. Use your phone to scan the QR code to see the survey.



Option 3. Ask your supervisor for a paper copy of the survey.



You only need to choose one option.

We would like you to fill in the survey, but you don't have to.

Read each of the questions and enter your answer.

You can ask someone to help you.





## **When will I get the survey?**

The email with the link will be sent on Monday 19 February 2024.

Use the QR code from Monday 19 February 2024.

You can also get a paper copy from your supervisor.



You will have 14 days to complete the survey.

If you fill in the paper survey, give it to the Balcatta Receptionist by 4 March 2024.



We will send a reminder email on Monday 26 February 2024.

## Questions you may have



We have a list of questions that you may have. We have written what the answers are.

Question 1. Why are Intelife doing this survey now?



Answer: There is new **Legislation** that says we have to understand psychosocial risks at work.

Legislation is the rules set by the Government that we must follow.



This survey will help us to understand what those risks are.

Question 2. How long will the survey take?



Answer. It should take you 15 minutes to fill in.



Question 3. What happens to the answers?



The answers you enter are **de-identified.**

De-identified means that we don't know what you wrote.

The answers you provide are stored safely so that people we don't want to read it can't.



We will get a report that gives us a summary of all the answers entered by all of our staff.



Question 4. What will you do with the report?

Answer. We will come up with a plan to make work safer.

We will tell you what we plan to do.



Question 5. Can I get a copy of my answers?

Answer. No, we can not give you a copy.

Question 6. Who do I talk to if I have more questions?



Answer. You can call Alistair on 0416 663 262 or send him an email [alistairp@inteliflife.org](mailto:alistairp@inteliflife.org)

You can also talk to your supervisor.

## Legal things to know about

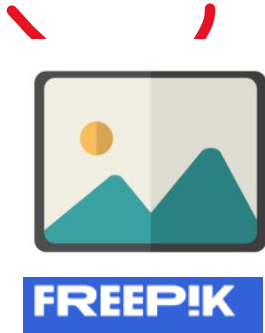
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Department of Communities

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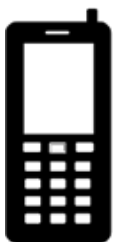
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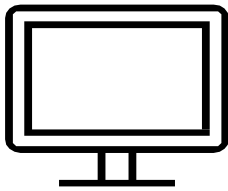
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