# WHS Policy task resource – Email

**To:** The intern

**From:** Jordan Smith, Team Leader

**Subject:** Work Health and Safety presentation

Hi,

I have an interesting piece of work for you to go on with while I’m out of the office tomorrow. Would you have 30 minutes or so to put together some ideas for me to present to Senior Management next week?

Senior Management has identified a need to launch an organisation-wide initiative to improve workplace health and safety. We want to involve employees in our efforts to reduce the presence of health and safety hazards within the organisation and improve staff wellbeing and productivity.

However, a similar initiative was attempted a few years ago and there were various issues that prevented it from succeeding. There was a lack of motivation and engagement from various members of staff who had been asked to join one of the Workplace Health and Safety Committees. Attendance at the committees’ meetings was poor and meetings were often conducted in an unproductive manner. Managers were concerned that some individuals were spending too much time away from their main duties, and that little change or action occurred as a result of the Workplace Health and Safety Committee meetings.

I’d like you to put together some recommendations to convince the rest of the organisation of the value of implementing the workplace health and safety initiative again. The recommendations you develop should be as specific as possible and state exactly what course of action is necessary. You should also anticipate all likely consequences of your recommendations when they are implemented and suggest responses to each of the potential consequences. Include the advantages and disadvantages of each recommendation you make and please mention an expected timeframe for briefing staff about the changes and implementation. I don’t expect you to know a lot about the issues, but please think about them from a common‑sense point of view.

I’ll review your ideas when I’m back at work but I won’t have much time to prepare for next week’s meeting with Senior Management. Would you please present your ideas in a 5-minute video presentation?

Kind regards,

Jordan