

**Full Question Set**

Interviewee names & titles:

Element		Sub-element	Question
1. Management Leadership and OHS Communication			
1.1 Management Knowledge			
S	M		Can managers describe the health and safety issues within their Unit?
S	M		What are the main OHS issues?
S	M		Are ohsm forms or other ohsm guidance material used by managers to assist them to address OHS issues?
Comments			
Score			
1.2 General OHS Policy			
S	M	O	Are staff familiar with the University's OHS Policy and Guide to staff?
S	M	O	Can they describe its detail or at minimum its intent?
S	M	O	Can the current OHS Policy and Guide for Staff be readily located?
Comments			
Score			
1.2 Management Leadership			
S	M		Do senior managers actively seek out OHS issues in their management area?
S	M		If so, how have they done this?
S	M		Does the senior manager require that each of their line managers/supervisors report regularly on the management of OHS risks in their respective portfolio's?
S	M		If so, how frequently and in what form are these reports required?
S	M		What is the response of senior managers when OHS issues are brought to their attention?
S	M		Does their decision-making and behaviour reflect a positive Unit health and safety attitude?
S	M		Are the OHS issues addressed by senior managers seen through to resolution?
S	M		Are sufficient time and resources allocated to address OHS issues?
Comments			
Score			
1.4 Management Meetings			
S	M		Is ohsm a standing agenda item at management meetings?
S	M		Is there structured and useful discussion of ohsm at the relevant stage of the Agenda (as outlined in the ohsm Meeting Guide)?
S	M		Do OHS issues and workplace incidents and injuries get discussed at management meetings?