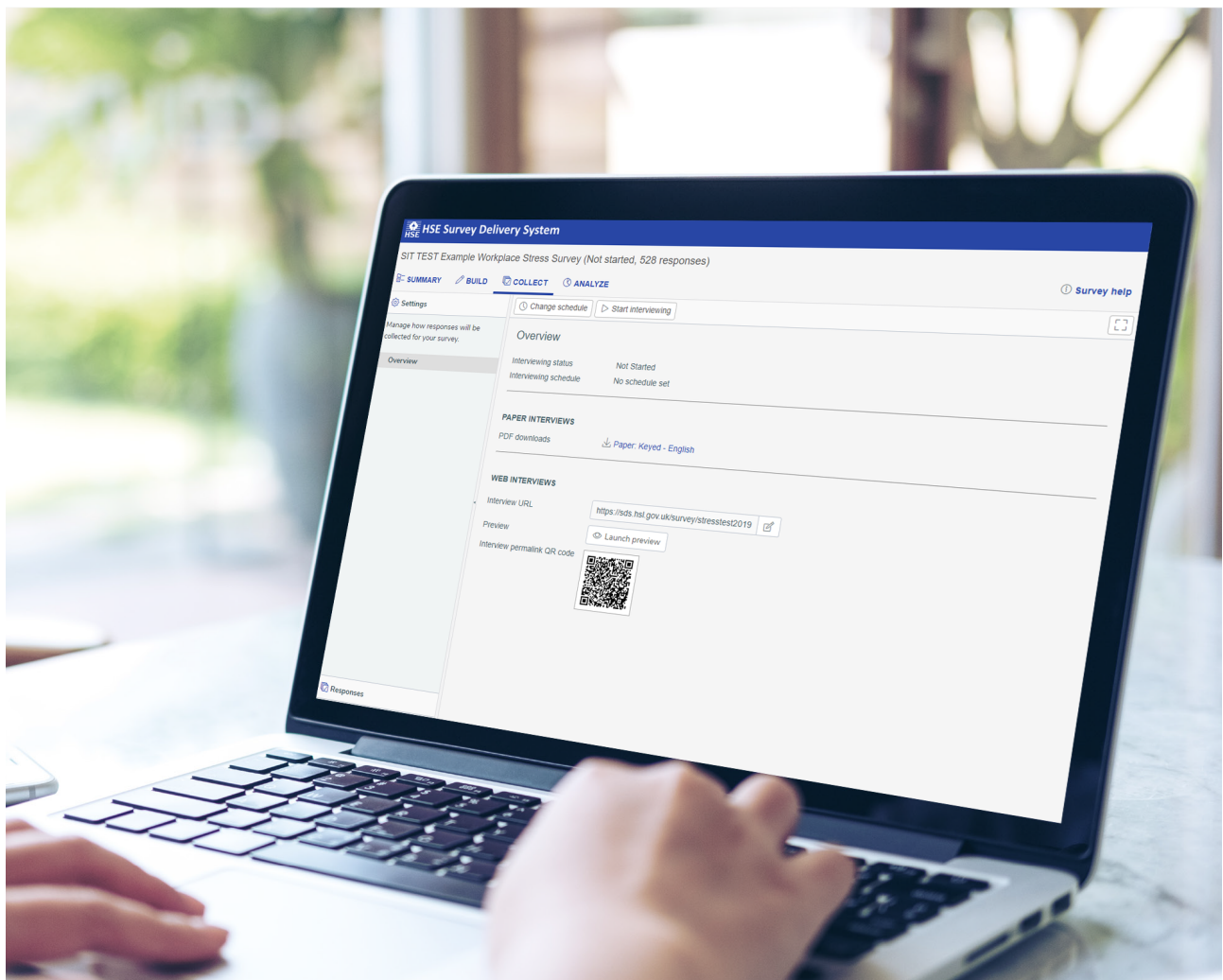# PUBLICATIONS AND PRODUCTS FROM HSE

Stress Indicator Tool (SIT)

Collect

COLLECT

Starting your survey

The **Collect** screen is where you

- start your survey including scheduling
- preview paper and online surveys
- acquire your paper copy of the survey
- acquire your survey URL
- acquire your survey QR code

If you do not already, you will need to have the survey you wish to start open to get to the collect section. You can do this by clicking the survey you want to start, then click the **[Collect]** link.
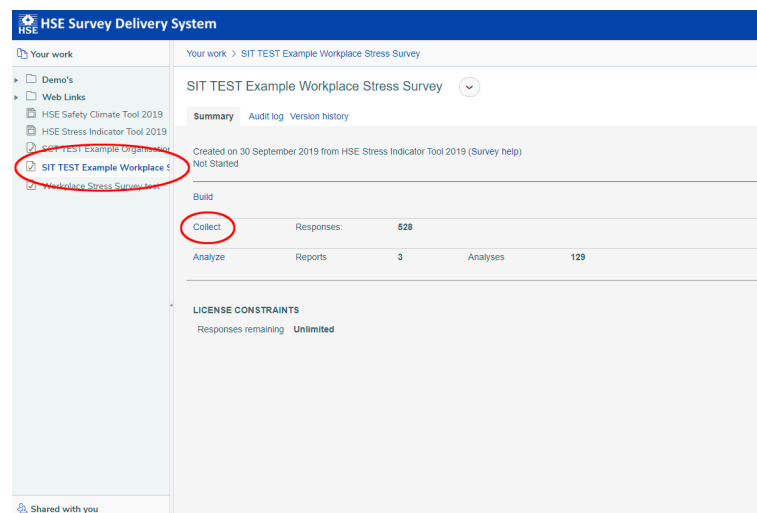
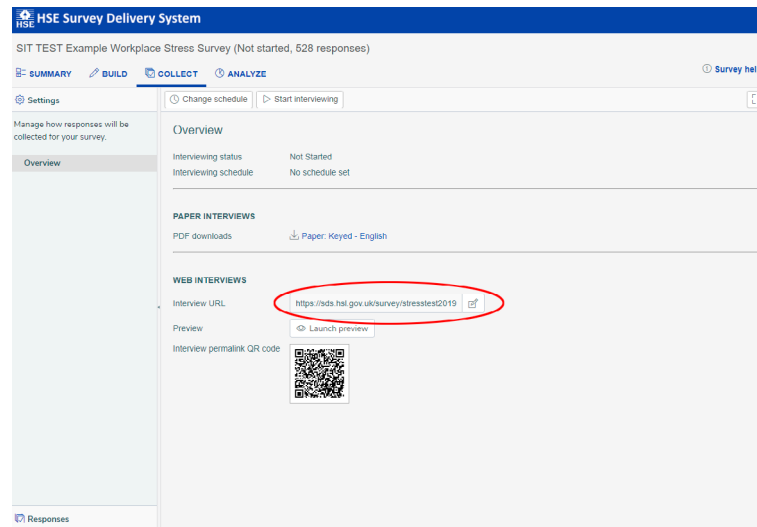## Scheduling your survey (Optional)

After editing your survey link (if you wish to) you can start your survey manually by clicking the **[Start interviewing now]** button (you can schedule this automatically using the approach outlined at the start of this guide but still need to click [Change schedule] which will appear next to the button below).
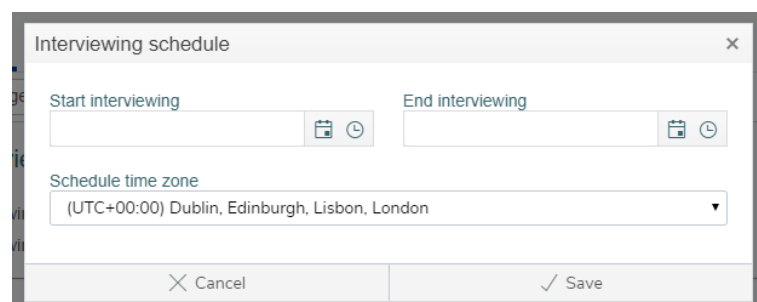
It is then possible to select the time zone, start date and close date for your interview. Once you have done this, you will then need to click save settings. Once completed your survey will open from 0:00 on the day you have chosen and close at 0:00 on the day that you have chosen to close it at, although these times can also be changed.

Editing your survey link

Before starting the survey it is possible to edit the survey link so that it end with something more memorable to your organisation. For example if the link is currently **https://sds.hsl.gov.uk/ survey/2BMbR** you can change this to **https://sds.hsl.gov.uk/survey/ safetyclimatesurvey2018** To do this, go to the survey link and click the ✎ icon.


You will then see the following warning box to remind you that if you change the URL link after you have sent this out to individuals to fill in this may cause complaints of the older link not working if this is still being shared across the organisation.
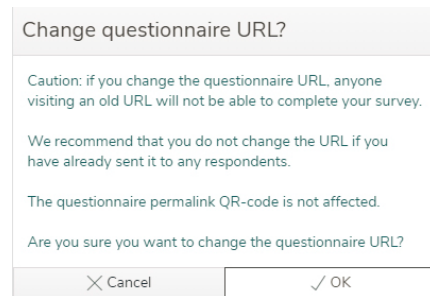

Starting your survey

After editing your survey link (if you wish to) you can start your survey manually by clicking the **[Start interviewing now]** button (you can schedule this automatically using the approach outlined at the start of this guide).
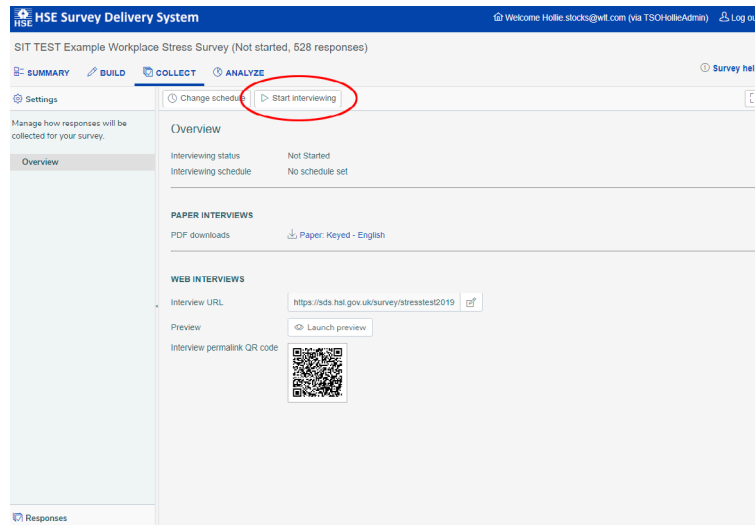
The **Status** changes from **Not Started** to **Interviewing in progress**. New options appear allowing you to **Stop** and **Pause** your survey.
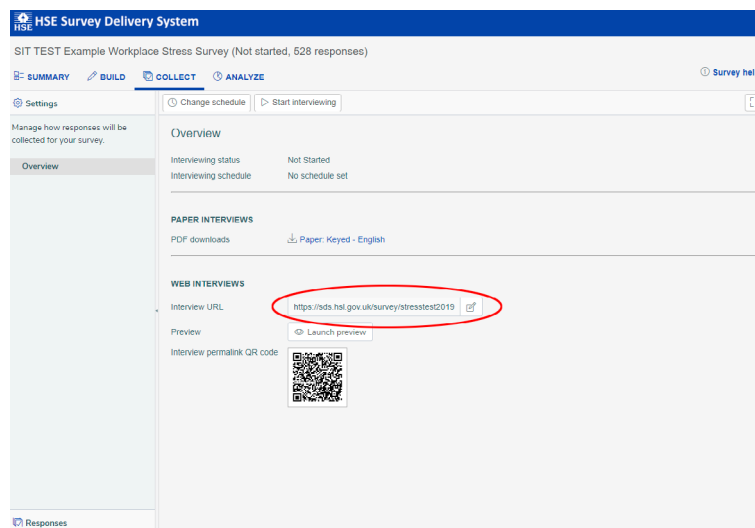
You can select the **URL** text and copy it or click the icon to copy it to your clipboard. By doing this you can:

■ use this URL to enter responses from paper surveys
■ set up a PC displaying the survey by pasting the link in a web browser
■ make the link available, (e.g., in an email newsletter or on your internal website)
■ send out email invitations to people to take part in the survey

You will also notice that the system provides your with a QR code unique to your survey. This QR code can be downloaded as an image to add to posters in communal areas or attached to emails for staff to fill out your survey on mobile devices.
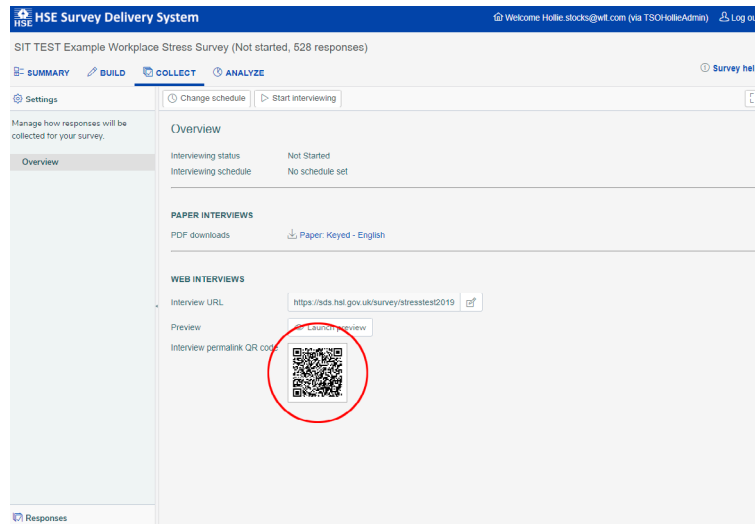
An example email invitation

This shows a sample invitation. Replace the italicised items in brackets with appropriate information.

Replace **[Survey Link]** with the **URL** that you copied from Safety Climate Tool.

Dear **[Respondent Name]**

[Name of organisation] are currently undertaking a survey into **[reason for the survey]**.

We would really appreciate your feedback. The survey should take around 10 - 15 minutes to complete. All your responses will be completely anonymous.

Complete the survey by clicking **[Survey Link]**. Please respond by **[deadline]**.
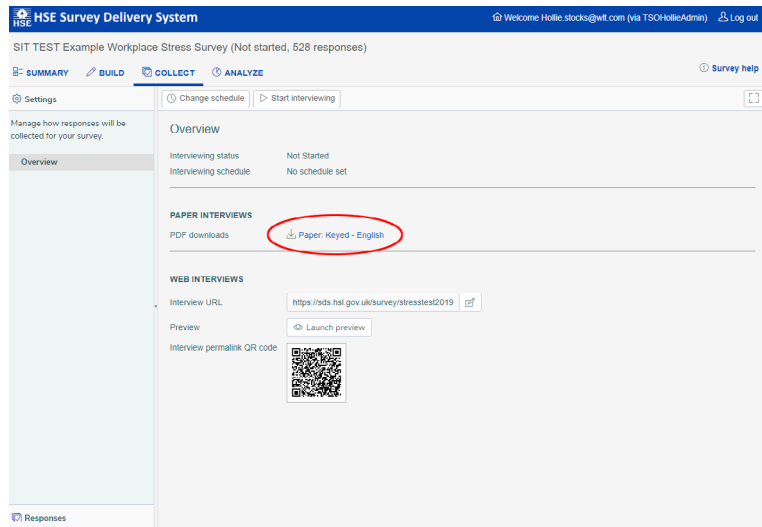
Thanks for your help.

If you have any questions about taking part in the survey, please contact [**Contact Name**] at **[Contact Email]**.

With best wishes,

[Name]

Paper versions of the survey

You can print paper versions of the questionnaire. Go to the **[Collect]** tab in your chosen survey and click the **[Paper: Keyed -English]** link.
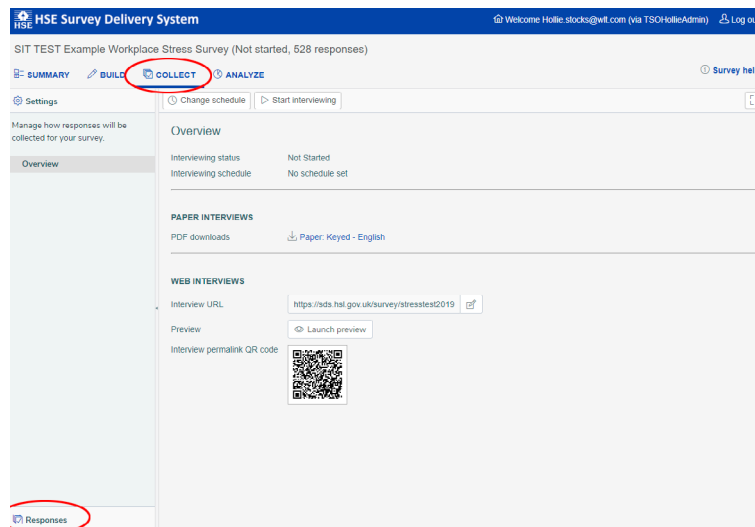
A pdf version of the questionnaire will open which can be printed off for distribution.
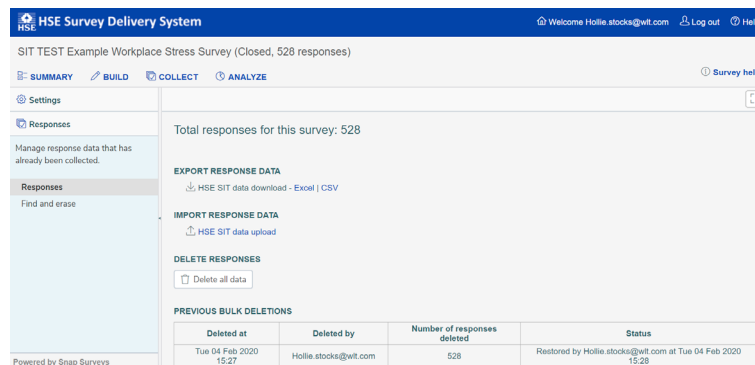
Checking your progress

Click on the survey you wish to review. Notice under the **[Collect]** field the total number of respondents.
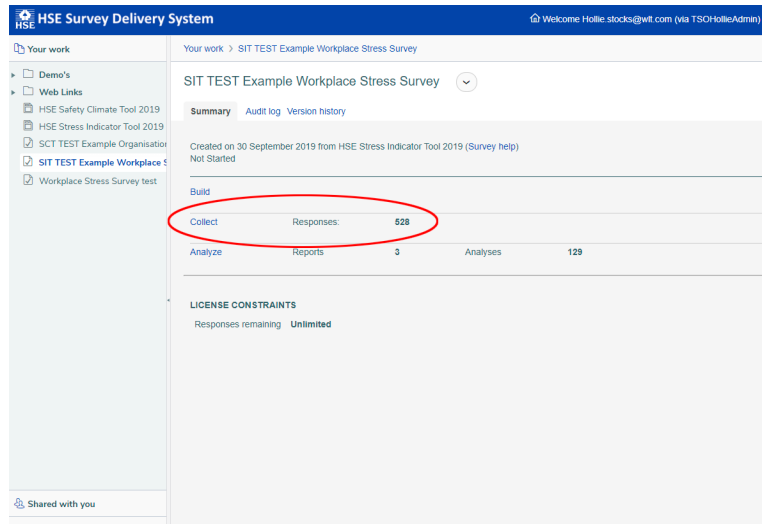
From the above screen, click on the red **[Collect]** link, then Click the **[Responses]** tab as shown below.

Clicking on the responses tab will show the link screen below.

Notice that the **Total Responses** are also shown on this screen.

Collecting replies to your survey

Once you've started your survey, online survey responses will be collected in your SIT for analysis. If you have distributed paper surveys, you must enter the data into your SIT survey yourself.

Responses from paper surveys can be entered into the software either by:

- Entering each survey into one *.csv or Excel file (a step by step guide is below), **OR**
- Using the survey URL, click the survey link in the **[Collect]** tab and enter the response online by clicking through the survey.

Tip: Make sure that you mark the paper survey to show that it has been entered.

Tip: You can view an overview of the demographics of your survey respondents (depending on your selected choices) by running Appendix A Autoreport… you can check respondents demographics – see analyse section

How to upload paper responses

You will need to download a .csv or an Excel file from the SIT; this can be done in the **[Responses]** link in the **[Collect]** tab of the tool.
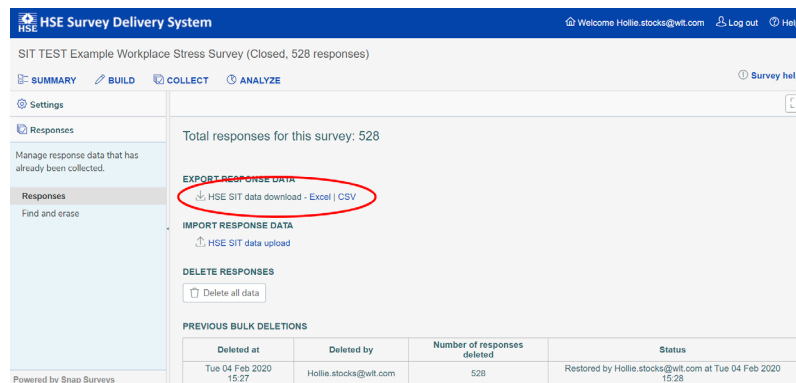
If you already have data in your survey it will appear in the .csv or Excel file. Delete this data or it will be duplicated when you upload the file. Once existing data has been deleted, only the column headers should be left.
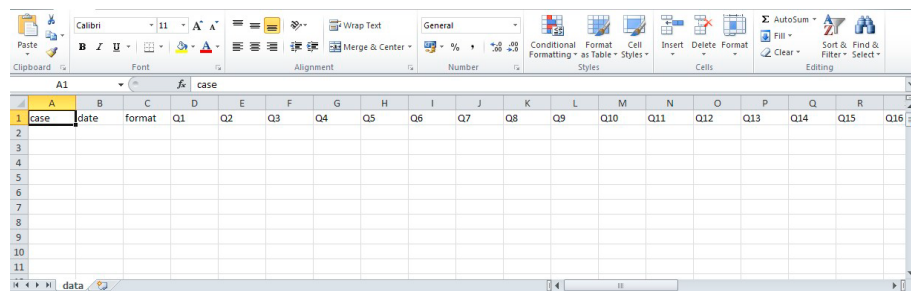
Each completed paper survey will correspond to one row in the .csv or Excel file.

CASE, DATE and FORMAT Columns

The **Case** column is just a count of the number of responses. When entering paper copies number your responses from 1 onwards, the tool will then add these to any data already in your survey

The **Date** column is the date the survey was completed; the format is DD/MM/YY.

The **Format** column refers to whether the surveys are paper or online; for paper copies enter the number 2 for all responses.

Example below,

	A	B	C
1	case	date	format
2	1	12-Sep-14	2
3	2	12-Sep-14	2
4	3	12-Sep-14	2
5	4	15-Sep-14	2
6	5	12-Sep-13	2
7	6	12-Sep-13	2

Please **do not delete these columns** as they are required to be present to upload your data.

Q1 to Q35 Columns

The next columns labelled as Q1to Q35 refer to the 35 questions asked in the survey. In these columns you will need to put the number that corresponds to the answer given by a respondent.

For example if Employee A responded that they Agreed to Q1 then you would enter the number 4.

The number you need to enter in these columns is shown on the paper copy of the survey, a blank illustration of a paper survey is shown below.

If there is **no response to a question**, do not worry just leave this blank as the tool is able to cope with any non-responses.

Role, Department, Site, Contractor Columns

The next columns depends on your selected demographics: role, department, site, contractor, age, gender, tenure, length in current role, work type and accident involvement. **Please do not change these headings**, as the tool requires these exact heading names to upload your data.

Example: Employee A is a Warehouse Workers who works in Department A at the London site and is not a contractor.

AR	AS	AT	AU
role	department	site	contractor
3	1	1	2

The number you need to enter into these columns is shown on the paper copy of the survey, a blank illustration of a paper survey is shown below.

If there is **no response to a question**, do not worry just leave this blank as the tool is able to cope with any non-responses.

Open/Free text response columns

The last columns on your survey are for the open questions (up to 6, depending upon your selected open questions); suggestions for improvements, barriers to improvements, important factors in Health and Safety, accident/incident experience, positive things, negative things, user added open question 1, user added open question 2 and/or user added open question 3.

Please do not worry if **these headings do not correspond with the paper survey**. These headings are used as identification for the tool to upload your responses to the open questions.

Please **do not change these headings** as these are required to successfully upload your data.

You will need to manually type the responses for these questions into the corresponding column.

Example Open Question Response

Employee A responses to the question "Please give three suggestions that you feel would give the biggest improvement to health and safety?" 1) More communication 2) More Signs 3) Train people better!

You will need to type into the column 'suggestions for improvements' the response to this question. When typing these responses, please do so as continuous text and **do not** use the enter or return key to put information on a different line in the cell. Please see example below.

If there is **no response to a question**, do not worry just leave this blank as the tool is able to cope with any non-responses.

Note: If anyone has used the – symbol or their responses e.g. – More communication – More signs – Train people better you will need to change this for something else such as 1). If you try to upload this as is, Excel will change this responses to #NAME as it thinks it is an equation and you will **lose your response**.

Uploading your responses into your survey

You can upload your responses in *.csv or Excel format only (Word processing formats will **not** work). Click on the **[HSE SIT data upload]** link in the responses section of the collect area, and select the file you wish to upload.

Tip 1: download a copy of your data on the system before you upload any paper versions just   you find there is an error with your upload.

Tip 2: make a note of the number of responses you currently have in the system (if any) as you will then be able to cross reference this to the number you thought to have uploaded.
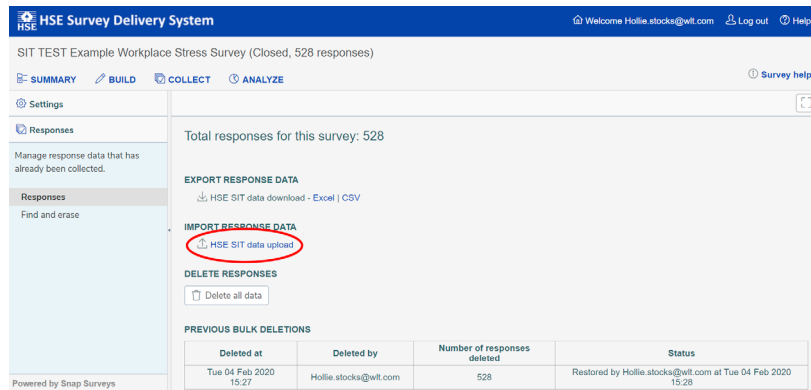
Upon uploading the .csv or Excel file with your paper responses, your total responses count will update show the number of responses in your survey

Deleting/restoring responses

To delete your entire survey responses go to the **[Collect]** tab in your chosen survey and click the **[Responses]** tab in the side bar, then click the green **[Delete all data]** link.

Tip: If you need to rebuild your survey and you already have data, download your data first before deleting your responses, rebuild your survey and download a blank *.csv file. This will allow you to re-use some of the responses from your previous survey by copy and pasting these into your new *. csv file format.
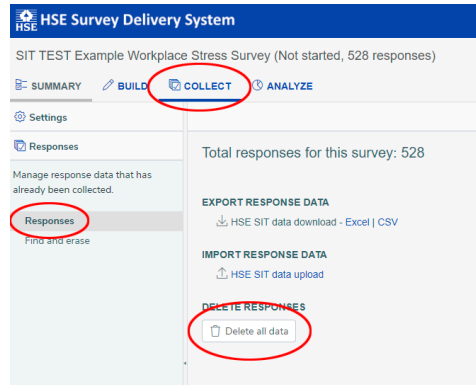
You will receive a warning asking you if you are sure you wish to delete your data.
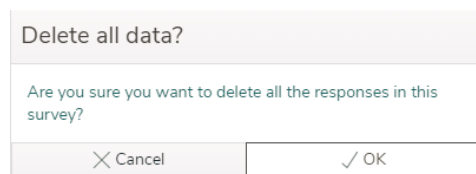
It is possible to restore the data should you need to. On the same screen an audit log of the deleted data will appear. You will be able to restore the data by clicking the [Restore now] icon for the data you wish to restore.

The data will then be restored to your survey and an audit log detailed in the table will show this has completed successfully.