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| C:\Users\shiree\documents\My Box Files\My Box Files\1. Clients\Clemenger\Worksafe\letter.jpg | Submission form |
| |  | | --- | | Responses close:  **5pm on Friday, 7 June 2019**  Email to: [GuidanceandEducationDevelopment@Worksafe.govt.nz](mailto:GuidanceandEducationDevelopment@Worksafe.govt.nz)    Please put **Consultation on draft Good Practice Guidelines on Violence in Healthcare** in the subject line. | | |

## SUBMISSION:

Please use this submission form to comment on our draft guidelines. The form has space for you to:

* respond to general and specific questions about the guidelines
* comment on particular sections
* provide overall comments.

Thank you for taking the time to provide feedback.

**YOUR CONTACT DETAILS HERE PLEASE:**

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| Your name:  If this is a joint response, please add other people’s names too. |  |
| Organisation name (and position, if responding on behalf of an organisation): |  |
| Postal address: |  |
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| Telephone number, with area code: |  |
| Email: |  |

I wish to keep my contact details confidential

WorkSafe New Zealand will manage any personal information you supply in accordance with the Privacy Act 1993. If your response is made publicly available, your contact details will only be removed *if you have ticked the confidentiality box above*.

WorkSafe New Zealand may post your response on its website at [www.worksafe.govt.nz](http://www.worksafe.govt.nz). We may make your response available if answering a request under the Official Information Act 1982.

## Please Note:

* **New legislation**: The Health & Safety at Work Act 2015 (HSWA) has replaced the old Health & Safety in Employment. New Health & Safety at Work (General Risk and Workplace Management) Regulations 2016 (GRWM) also apply.
* **Target audience**: This guideline is intended to advise PCBUs on how to fulfil their responsibilities under the Health and Safety at Work Act 2015 in the context of managing the risk of violence in the healthcare industry. Please keep this in mind; do PCBUs need more than what the draft contains?

## General Questions

1. Is the draft technically accurate? Is there anything incorrect, unclear, or misrepresented? Has anything crucial been missed out, or not covered in enough detail?
2. Is the draft guideline easy to read? (Please consider the language used, as well as the overall structure and layout. Is anything in the wrong place? Does the flow of the document make sense?

*(Note: The final document will use formatting/tabs/colours to make it easier for users to find the relevant section)*

1. Are tables or formulae needed? If so, what tables or formulae are needed?

## Specific Questions

1. What further information or guidance could be provided to make this equally as useful to PCBUs whose workers are not in a hospital or home? For example how could this be more valuable in the context of at-home care or emergency services?
2. Would templates be useful? For example, a client assessment form, incident review/investigation template, or auditing checklist? What would help? Do you have anything that works particularly well that you could recommend?
3. Are there further measures we could recommend for risk management in your environment, or ways to follow up after an incident?

**COMMENTS ON SPECIFIC SECTIONS**

If you would like to make additional comments on specific sections, please add your comments below. If you have only general comments, please skip to the last page.

**Specific comments**

Please identify sub-section number (eg: *3.2*)

Please identify sub-section name (eg: 3.2.4 or *Selecting a contractor)*

Comment on the proposed content, clarity and accuracy (or other suggestions):

**Specific comments**

Sub-section number:

Sub-section name:

Comment on the proposed content, clarity and accuracy (or other suggestions):

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Sub-section number:

Sub-section name:

Comment on the proposed content, clarity and accuracy (or other suggestions):

**GENERAL COMMENTS\*[[1]](#footnote-1)**

(for example, about the scope of the guideline, or anything you haven’t already commented on above).

[Space for general comments from the submitter]

1. \*You can include further information with your submission. If you are sending your submission electronically and attaching a file, the file must be no more than 8Mb. We accept the following formats – Microsoft Word, Text, PDF, ZIP, JPEG. [↑](#footnote-ref-1)