



Informed Consent for Participants

Small matters: creating an occupational health and safety management approach and tool specific to small and micro construction firms

Principal Investigator:

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Study Purpose: The goal of this study is to create an easy-to-use tool for small construction businesses to identify the risks and hazards they encounter so they can develop an effective workplace health and safety management plan to address them. As part of this study, we are looking for individuals from small construction businesses to take part in interviews to help us identify the resources they need to improve their overall safety records and to identify current barriers to accessing existing resources.

Study Funder: This study is funded by a research grant from the British Columbia Construction Safety Alliance (BCCSA is a non-for-profit organization serving 52,000 employers with the best in safety programs, safety training, consultation services and resources to help them improve safety for more than 220,000 workers in BC).

Data Collection: We will be conducting expert interviews as the method of data collection for this study. Individuals responsible for health and safety in businesses with less than 20 workers will be invited to participate in the study. The interview will be completed by phone or online and may take up 45 minutes. If an interview is conducted on Zoom, this interview will be conducted on UBC's Zoom platform in alignment with the Zoom Conferencing in Research guidelines. As per the best practices while participating on Zoom, you may login using your own name, a nickname or a substitute name. If needed, please turn off your camera and mute your microphone at any time. Any audio recordings from the interview will be kept in an encrypted and password protected file available only to the researchers. They will be stored for five years following final publication/presentation of the research findings. All material from today will be destroyed at the earliest opportunity. Interviews will be digitally recorded, transcribed and analysed in NVivo software to extract the key themes. You will be identified in the interview by a subject ID and your name will not be recorded. Your participation is entirely voluntary. The decision to participate is up to you. You may choose at any time not to answer a question, change your responses, withdraw an answer, or stop the interview.

Study Results: Information provided for this project will not be used for any other purpose than to inform the development of the tool, and the accompanying research report and related publications. Information collected by this interview will **not** be subject to funding open data policies.

Confidentiality: Your identity will be kept strictly confidential. The University of British Columbia (UBC) research team will not release your name, your business' name, or any other information that could affect your privacy to anyone, including the BCCSA. No names or other unique business identifiers will be included in any published report. The following people will have access to the interviewee's name and subject IDs: (1) Dr. Christopher McLeod and (2) his UBC research team.

Your confidentiality will be respected at all times. Your rights to privacy are also protected by the Freedom of Information and Protection of Privacy Act of British Columbia. This Act lays down rules for the collection, protection, and retention of your personal information by public bodies, such as UBC and its affiliated teaching hospitals. Further details about this Act are available upon request.

Risk and Benefits: We do not think there are any risks to participating in this interview. By participating in this interview, the information you provide will help improve occupational health and safety for small and micro construction businesses in BC and across Canada.

Compensation: You will receive \$75 as an honorarium for sharing your experiences and your time with us.

Contacts for questions or concerns: If you have any questions about this study at any time, please contact Suhail Marino, the Project Manager and Privacy Officer of the research team at 604-822-0200.

If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the Research Participant Complaint Line in the UBC Office of Research Ethics at 604-822-8598 or if long distance e-mail RSIL@ors.ubc.ca or call toll free 1-877-822-8598.

Ethics ID# for this study: H23-00703

Participant Consent: My participation in this study is entirely voluntary and I may refuse to participate or withdraw from the project at any time without consequences.

My signature below indicates that:

- I have read and understood the information and consent form.
- I have had enough time to think about the information and to ask for advice if necessary.
- I have read this form and I freely want to participate in this study.
- I have been told that I will receive a dated and signed copy of this consent form.

Participant Signature

Date

Participant Name (Print)