# SUGGESTED QUESTIONS FOR EMPLOYEE INTERVIEWS

## INTERVIEW QUESTIONS FOR SAFETY COMMITTEE MEMBERS

### GENERAL

1. Are you a labor or management representative?
2. How long have you worked for this company?
3. How long have you served on the safety committee?
4. Were you selected, elected or appointed? By whom?
5. How many total committee members are there?
   1. # of management?
   2. # of employees?
6. How often does the committee meet?
7. How many of the members usually attend the meetings?
8. Are committee meetings held on company time?
9. Do all members of the committee work at the site, to your knowledge?
10. Are there safety professionals on the committee to explain technical information?
11. Are all safety and health records available to members?

### INSPECTIONS

1. Does the committee conduct safety inspections?
2. Do these inspections cover the entire site?
3. Have you been involved in the inspections?
4. Do you consider the inspections very helpful?
5. Does the committee conduct accident investigations?
6. Are industrial hygiene inspections conducted at your worksite?
7. Does the committee have a role in handling employee safety complaints?
8. Have committee members ever accompanied Cal/OSHA on an inspection?

### TRAINING

1. Have you been trained specifically to work on the committee?
2. Who provided the training?
3. Was the training adequate? Did it include safety & health training?
4. Have you received refresher training?

**SUGGESTED QUESTIONS FOR EMPLOYEE INTERVIEWS**

*INTERVIEW QUESTIONS FOR SAFETY COMMITTEE MEMBERS (Continued)*

### COMMUNICATION

1. Does the committee educate workers about safety and health problems?
2. Do you think that the committee has had an effect on employee awareness of safety and health problems? If so, describe.
3. What kinds of safety and health improvements has the committee been involved in?
4. How are safety and health suggestions communicated to management?
5. How responsive is management to safety and health suggestions?
6. Have there been any disagreements between management and employees about safety and health issues?
7. Would you say that the company has been supportive of the time you spend on committee business?

### IMPROVEMENTS AND ASSESSMENT

1. Do you think that the committee functions can be improved? If so, how?
2. As a whole, do think the committee is doing a good job?

## EMPLOYEE INTERVIEW QUESTIONS

### BACKGROUND

1. What is your job?
2. Do you supervise any employees? If so how many?
3. How long have you worked here?

### TRAINING

1. Describe your initial training when you first started here?
2. Do you receive regular safety and health training?
3. Are you aware of the company rules? If so, do they seem to cover everything?
4. What happens if an employee disobeys a company rule?

**SUGGESTED QUESTIONS FOR EMPLOYEE INTERVIEWS**

*EMPLOYEE INTERVIEW QUESTIONS (Continued)*

### PPE

1. When personal protective equipment is needed, is it readily available?
2. If personal protective equipment is used, is it kept clean and in good repair? Who is responsible for this?
3. What protective equipment have you used?
4. Have you been trained in the use of this equipment?

### HAZARD ABATEMENT

Do you come into contact with any safety hazards? If so, please answer the following questions:

1. Does management understand the hazards associated with your work?
2. Has management been quick to notice hazards and correct them?
3. If you notice a hazard, do you know whom in management to contact, for correction?
4. When you do this, do you get quick action? Is it correct action? Do they explain the action to you?

### COMPLAINTS

1. Have you ever complained about a safety hazard?
2. What was the nature of your complaint?
3. To whom do you complain?
4. Did you get a response from this complaint? Was the response satisfactory? Was the response timely?

### EMPLOYEE INVOLVEMENT AND/0R SAFETY COMMITTEE

1. Do you have a safety committee?
2. What do you know about the safety committee? Are they very effective? How does safety committee communicate their activities?
3. Are you directly involved in the company safety and health program? Have you conducted safety inspections, accident investigations or training?
4. Is there a safety incentive program?

**SUGGESTED QUESTIONS FOR EMPLOYEE INTERVIEWS**

*EMPLOYEE INTERVIEW QUESTIONS (Continued)*

### HEALTH PROGRAM

1. Do you work with any hazardous substances, or exposed to any radiation or noise?
2. Have you been trained in the hazards associated in your work with the substances?
3. Have you ever seen industrial hygiene surveying or monitoring being conducted in your workplace? Is it routinely done? Is it done in response to problems?

### IMPROVEMENTS AND ASSESSMENT

1. How does this workplace compare with other places you have worked?
2. Can you think of any improvements that may be made to your safety and health program?
3. Is there anything else you want to tell us about your safety and health program?

## SUPERVISOR INTERVIEW QUESTIONS

### GENERAL

1. How long have you worked here?
2. Where else have you worked? How did the safety and health program(s) compare to this one?
3. When did you become a supervisor?
4. What are your responsibilities for health and safety?
5. Does your performance plan include specific health and safety goals for you to achieve and does your annual performance evaluation include how well you have done inachieving these goals?
6. Do you include specific health and safety goals for your employees and are they measured on their performance with achieving these goals?
7. Do you have enough time, training, references or expertise to accomplish your health and safety responsibilities?
8. How does top management show priority for safety and health?
9. How does top management communicate about safety and health?
10. Who conducts the safety inspections?

**SUGGESTED QUESTIONS FOR EMPLOYEE INTERVIEWS**

*SUPERVISOR INTERVIEW QUESTIONS (Continued)*

1. What are the result of safety inspections?
2. Who is responsible for contractors screening and evaluations?
3. What do you do if a contractor employee is doing something unsafe?
4. Is safety included in planning? Especially for new or modified operation
5. How are the goals and objectives developed?
6. When was the last comprehensive evaluation performed?
7. What is the status of recommendations generated from comprehensive evaluation?

### HAZARDS

1. What kinds of hazards are you and/or your employees exposed to?
2. How has management provided protection from those hazards?
3. What do you do when you discover a hazard in your area?
4. What do you do when an employee reports a hazard in your area?
5. What do you do when an employee reports a hazard in an area not under your control?

### TRAINING

1. What kind of safety and health training have you received since becoming a supervisor?
2. Describe your role in ensuring that your employees understand and follow the safety and health rules?
3. Do you provide employee training in safe work practices? (If, so please describe.)
4. Do you have emergency drills? How often? What is your role in the drills?
5. How are you trained in your health and safety responsibilities?
6. How do you demonstrate your priority for safety and health?