

Workplace Health and Safety Survey Programme: 2005 Employer survey

Full Questionnaire

Notes on questionnaire format:

The original questionnaire was written for use in conjunction with a CATI (Computer aided telephone interviewing) system, and included complicated routing from question to question. In reproducing the question set below, every effort has been made to set out the questions in a way that is understandable to the reader, without losing the structure of the interview.

Each question has been written in the following basic format:

Question name	Question <i>Notes for interviewer (if applicable)</i>		
		Answer option 1	code for option 1
		Answer option 2	code for option 2
		Answer option 3	code for option 3
		Etc	
Applies to (range of respondents)			

Aside from question names there are a small number of other coded names appearing in the text: these will be the words dname and dsize, surrounded by symbols such as [+ &. These were for the benefit of the team of callers, to indicate which respondent or workplace they are referring to when in conversation with employers, and have been left in purely for simplicity of presentation. Notes for the interviewer sometimes appear in capitals or parentheses – again this should make no difference to the reader here.

Questions and filters

Qspeak	Good morning/afternoon, can I speak to [+dname1+]?
	<i>(If [+dname1+] not available during fieldwork, attempt to speak to a colleague. Continue when speaking to [+dname1+] or colleague)</i>
	Speaking to [+dname1+] or colleague 1
	Not available during fieldwork 2
	Call another time 3
	<i>If Qspeak = 2 (Not available during fieldwork), thank the person for their time and close</i>

Applies to all

Qnow	My name is ... and I am calling on behalf of BMRB, an independent research company. The Health and Safety Executive recently sent you a letter about a survey we are conducting on their behalf about health and safety at work. Do you have a few minutes now to talk about the survey?
	Yes 1
	Send by fax and call back later 2
	Call back another time 3
	Does not want to take part 4

Applies if Qspeak = 1 (speaking to [+dname1+] or colleague)

Qhands	One of my colleagues recently telephoned [+dsite+] in order to establish the name of the person responsible for day to day management of health and safety there. It is our understanding that your role includes responsibility for this area. Is that correct?
	Yes 1
	No 2

Applies if Qnow = 1 (yes, has a few minutes to talk about survey)

Qletter	May I just check, did you receive the letter we sent to you from the Health and Safety Executive?
	Yes 1
	No 2
	Does not want to take part in the survey 3
	Don't Know Y

If Qletter = No or Don't know, offer to send the letter by fax and then say you don't need to have received the letter as I will explain it to you now.

Applies if Qhands = Yes

Qresp May I speak to somebody who is responsible for health and safety?
(Only code 'Yes' if you have been successfully transferred to somebody).

Yes	1
No, not available	2
No, but can provide contact details	3

If Qresp = No, not available, thank the person for their time and close

Applies if Qhands = No (respondent's role does not include health and safety responsibility)

qnam Can I take their name please?
Don't Know Y

Applies if Qresp = No, but can provide contact details

qtel And their telephone number?
Don't Know Y

Applies if Qresp = No, but can provide contact details

Qnow2 Good morning/afternoon, my name is ... and I am calling on behalf of BMRB Social Research, an independent research company.

The Health and Safety Executive recently sent [+dname0+] a letter about the survey we are conducting on their behalf about health and safety at work. I have just spoken to [+dname0+] and he/she told me I should be speaking with you. Do you have a few minutes now to talk about the survey?

Yes	1
Call back another time	2
Doesn't want to take part in the survey	3

Applies if Qresp = Yes

Throughout 2005/2006 the Health and Safety Executive is conducting a national survey of health and safety at work. [+dsite+] has been randomly selected from a database of businesses in the UK and the letter that was sent to you requested your cooperation in participating in this important research. BMRB International has been commissioned to run the survey so that it is completely confidential.

IF NECESSARY: It is very important that your views and experiences of workplace health and safety are incorporated into this study to ensure that the research findings reflect a true picture of health and safety in the UK workplaces.

Qwillin All information collected will be treated as totally confidential. Your identity and your employer will not be disclosed in any way.

Would you be willing to take part in the survey now, or later on at a time that is convenient to you? (The survey takes on average 30 minutes and interviewing runs until 17th June)

Yes - now	1
Yes - later (make appointment)	2
No	3

Applies if Qletter = Yes, or Qletter = No, or Qletter = Don't know, or Qnow2 = Yes.

Qwhy May I ask, why do you not wish to take part?

(Do not read out. Code all that apply.)

Asking too much/burden on the business	1
Respondent is too busy	2
Need head office approval to take part	3
Other (specify)	0

Other specify...

Applies if Qwillin = No, or Qnow = Does not want to take part in survey, or Qletter = Does not want to take part in the survey, or Qnow2 = Does not want to take part in the survey

qwho INTERVIEWER: ARE YOU SPEAKING TO [+dname0+], THE ORIGINAL CONTACT, OR HAVE YOU BEEN REFERRED TO SOMEONE ELSE, IE. THE RESPONDENT IS NOT THE ORIGINAL CONTACT?

	Speaking to [+dname0+]	1
	Someone else is the respondent	2

Applies if none of the filters for Qwhy are applicable

qwho2 (If their name was in the script already, code null)

(If your original contact was not named in your script, i.e. you just had the job title or just 'the person responsible for health and safety', type in the person's name.)

Confirm spelling.

	None of these	X
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Applies if Qwho = Speaking to [+dname0+]

qname1 Can I just take your name, please?

(Enter full name, check with respondent)

Applies if Qwho = Someone else is the respondent

qErole2 You told me your role includes overall responsibility for day to day MANAGEMENT of health and safety at [+dsite+].

Does your role ALSO include overall responsibility for health and safety POLICY at +dsite+?

(Note: By policy responsibility at a workplace, we mean that a person at that site is able to make high-level decisions on health and safety at that workplace)

	Yes	1
	No	2
	Don't Know	Y

Applies to all respondents

qEmake What do &dsite& mainly make or do at this site?

Code activity. Probe fully. Obtain fullest description. Code main activity.

Applies to all respondents

qEind INTERVIEWER: Enter a short title for the industry.

Applies to all respondents

MODULE: BASIC DATA

Questions apply to all respondents unless otherwise stated

I am now going to ask you some questions about the workers employed at &site&.

By 'workers' I am referring to staff who are on the payroll. Most of these questions were included in the letter we sent in advance of the interview.

QEnew1 May I just check, how many workers are currently on the pay roll at &site&?

(Type in number)

Numeric Range _____ Y
Don't Know _____

Qsizew2 Please can you tell me which of these applies to your workplace size

(If respondent doesn't know, ask them to make a best estimate)

0-24 1
25 or more 2

Applies if QEnew1 = Don't know

qEathom How many workers at &site& spend MOST of their working hours working AT HOME?

Numeric Range _____ Y
Don't Know _____

qEoffsi How many workers at &site& spend most of their working hours OFF-SITE?

Numeric Range _____ Y
Don't Know _____

qEne... How many workers WHO ARE NOT YOUR EMPLOYEES work all or most of their working hours AT THIS WORKPLACE in each of the following functional groups...

This question is repeated for the following loop values:

- 1 - Cleaning (cleaning of building and premises)
- 2 - Security
- 3 - Catering
- 4 - Maintenance
- 5 - Computing (computing services)
- 6 - Any other group

Numeric Range _____ Y
Don't Know _____

qEnehs

For which of these, if any, do you ensure that information on health and safety risks is provided?

(Read out, and code all that apply)

- | | |
|-------------------------------------|---|
| Cleaning (of building and premises) | 1 |
| Security | 2 |
| Catering | 3 |
| Maintenance | 4 |
| Computing (computing services) | 5 |
| Any other group | 6 |
| Don't Know | Y |
| None of these | X |

Applies if more than one of these non-employee groups present in the workplace

qEnehs2 Do you ensure that information on health and safety risks is provided for these workers?

Yes	1
No	2
Don't Know	Y

Applies if exactly one of the non-employee groups present in the workplace

qEnr Thinking about non-employed on-site workers in ..., which of the following best describes responsibility for their Health and Safety?

(Read out, and code first that applies)

Written into the contract for this work	1
Left to the contracting employer	2
Left to managers/supervisors in workplace	3
Left to individual workers	4
Don't Know	Y

This question is repeated for the following loop values:

1 - Cleaning (cleaning of building and premises)

2 - Security

3 - Catering

4 - Maintenance

5 - Computing (computing services)

6 - Any other group

qEcon Are there any people who do work MAINLY for this establishment AT OR FROM THEIR OWN HOMES, but are NOT your employees, ie. not on your payroll? For example, contract, agency or freelance workers

(If respondent says yes, confirm that these people do work from home)

Yes	1
No	2
Don't Know	Y

QEconN How many are there?

Numeric Range	_____
Don't Know	Y

Applies if qEcon = Yes

The next set of questions are about managing attendance, and accident and illness recording at &site&.

qErec Does your company keep a record of employee's sickness absences?

IF NECESSARY, ADD: By sickness absences I am referring to sickness absences in general, not just absences relating to work-related illnesses or injuries.

Yes	1
No	2
Don't Know	Y

qErecW Do you or someone else in your company record...

(Read out full list. Code all that apply)

The type of illness causing absence	1
The type of injury causing absence	2
Whether the illness was caused/made worse by work	3
Whether the injury occurred at or in the course of work	4
The number of days absent from work	5
Whether a doctors certificate was provided	6
Don't Know	Y
None of these	X

Applies if qErec = Yes AND Qsizewk = 25 or more

qErecR Is your company's sickness absence data routinely reviewed for...

(Read out. Code all that apply)

Individual workers	1
Departments or work units	2
The whole organisation	3
Don't Know	Y
None of these	X

Applies if qErec = Yes AND Qsizewk = 25 or more

qErecI1 Do you or your colleagues use the sickness absence information to manage sickness absence?

Yes	1
No	2
Don't Know	Y

Applies if qErecR = Individual workers, OR qErecR = Departments or work units, OR qErecR = The whole organisation

qErecI2

And do you or your colleagues use the sickness absence information to inform your risk assessments of work-related ill-health or injury?

IF NECESSARY, ADD: A risk assessment is a systematic review of the possible risks of the workplace and the work people do.

Yes	1
No	2
Don't Know	Y

Applies if qErecR = Individual workers, OR qErecR = Departments or work units, OR qErecR = The whole organisation

MODULE: WORK-RELATED INJURY

Questions apply to all respondents unless otherwise stated

qEinj Do you or your colleagues keep records of accidents for workers who are injured in the course of their work?

(If no accidents, ask if employer has mechanism to record them)

Yes	1
No	2
Don't Know	Y

qEinjO May I just check, does this cover accidents off-site?

Yes	1
No	2
Don't Know	Y

Applies if qEinj = Yes

qEinjR Are these accidents recorded in...

(Read out. Code all that apply)

The Accident Book	1
Other paper records	2
Computerised records	3
Don't Know	Y
None of these	X

Applies if qEinj = Yes

qEinvA Do you or your colleagues routinely investigate the causes of work accidents?

Yes	1
No	2
No, never experienced any	3
Don't Know	Y

Applies if Qsizewk = 25 or more

qEinvA2 Can I just check, do you or your colleagues ALWAYS investigate the causes of work accidents?

Yes, always	1
Investigate major accidents only	2
Don't Know	Y
Other	0

Other specify...

Applies if qEinvA = Yes

qEinvW Do you...

(Read out full list. Code all that apply)

Note:

Direct or immediate cause = the last step or steps in the causation of accident

Underlying cause = features of the workplace and work organisation and management that allowed the direct cause to happen

Formal procedures to structure/support investigation	1
Identify direct or immediate causes	2
Identify underlying causes	3
Have systems in place to ensure that recommendations of investigations are acted upon	4
Review risk assessments following investigation	5
Communicate findings to the workforce	6
Follow up to ensure any actions taken are successful	7
Don't Know	Y
None of these	X

Applies if qEinvA = Yes

qEinvN Do you or your colleagues EVER investigate the causes of work accidents?

No, never	1
We rarely investigate the causes	2
Don't Know	Y
Other	0

Other specify...

Applies if qEinvA = No, AND Qsizewk = 25 or more

qEwinj Have any workers experienced any injuries in the workplace or in the course of their work in the last 12 months?

Yes	1
No	2
Don't Know	Y

qERID Have any injuries to workers been reported under RIDDOR 1995 in the last 12 months?

RIDDOR REQUIRES REPORTS TO BE MADE TO THE RELEVANT ENFORCING AUTHORITIES WHICH ARE THE HEALTH & SAFETY EXECUTIVE (HSE) OR LOCAL AUTHORITY. THESE REPORTS ARE NOW USUALLY MADE USING THE INCIDENT CONTACT CENTRE (VIA TELEPHONE, INTERNET, EMAIL, FAX OR POST)

Yes	1
No	2
Don't Know	Y

Applies if qEwinj = Yes

qEin During the last 12 months, how many such injuries to workers have been reported?

Numeric Range _____	
Don't Know	Y

This question is repeated for the following loop values:

- Fatal injuries
- Major injuries
- Other injuries resulting in 4 or more days absence (from normal duties)

Applies if qERID = Yes

Qinv Did you investigate the causes of these/this accident?

Yes, all	1
Yes, some	2
No	3
Don't Know	Y

Applies if Qsizewk = 0-24, AND qEwinj = Yes

qEnear Do you keep records of NEAR MISSES that occur at work or in the course of work?
By 'near misses' I mean a hazardous situation that does not result in injury or ill-health but has the potential to cause harm.

Yes 1
No 2
Don't Know Y

Applies if Qsizewk = 25 or more

qEnearN During the last 12 months, how many were recorded [for this workplace]?

Numeric Range _____
Don't Know Y

Applies if qEnear = Yes

qEnearF How many of these had the potential to cause death or serious injury, if any?

Numeric Range _____
Don't Know Y

Applies if qEnearN > 0

qEaday1 During the last 12 months, how many days off work have been taken by workers due to work-related injuries?

Numeric Range _____
Don't Know Y

Applies if Qsizewk = 25 or more, AND qErecW = Whether the injury occurred at or in the course of work

qEaday2 Can you estimate the total number of days off work taken by workers in the last 12 months due to work-related injuries?

Numeric Range _____
Don't Know Y

Applies if Qsizewk = 0-24 OR qEaday1 = Don't Know OR (NOT(qErecW = Whether the injury occurred at or in the course of work))

qEiinv Do you or your colleagues investigate the causes of work-related illness, disability or health problems?

If the company uses an external service or agency to investigate causes, code Yes.

Yes	1
No	2
Don't Know	Y

Applies if (qEill = Yes OR qEillAw = Yes) AND Qsizewk = 25 or more

qEiinvW When investigating the causes of work-related illness, do you...

Read out. Code all that apply

Note:

Direct or immediate cause = the last step or steps in the causation of illness, e.g. exposure to toxic substance, highly repetitive work

Undelying cause = features of the workplace and work organisation and management that allowed the direct cause to happen

Have formal procedures to structure and support investigation	1
Identify direct or immediate causes	2
Identify underlying causes	3
Have systems in place to ensure that recommendations of investigations are acted upon	4
Review risk assessments following investigation	5
Communicate findings to the workforce	6
Follow up to ensure any actions taken have been successful	7
Don't Know	Y
None of these	X

Applies if qEiinv = Yes

qEiinvN Do you or your colleagues EVER investigate the causes of work-related illness, disability or health problems?

No, never	1
We rarely investigate the causes of work-related illness, disability or health problems	2
Don't Know	Y
Other	0

Other specify...

Applies if qEiinv = No

qEiday1 During the last 12 months how many days off work have been taken by workers due to any illness, disability or health problem caused or made worse by work?

Exclude days off work due to work-related injuries.

Numeric Range _____
Don't Know Y

Applies if Qsizewk = 25 or more, AND qErecW = Whether the illness was caused or made worse by work

qEiday2 Can you estimate the total number of days off work taken by workers in the last 12 months due to any illness, disability or health problem caused or made worse by work? Exclude days off work due to work-related injuries.

Numeric Range _____
Don't Know Y
Not able to make an estimate X

Applies if Qsizewk = 0-24 OR qEiday1 = Don't know OR (NOT (qErecW = Whether the illness was caused or made worse by work))

MODULE: HEALTH AND SAFETY SYSTEMS, POLICY AND CLIMATE

Questions apply to all respondents unless otherwise stated

The next section is about health and safety systems at &dsite&.

qEorg May I ask, does &dsite& belong to any trade association or similar body?

Do not include trade union membership of workers

Yes	1
No	2
Don't Know	Y

qEorgW Can you tell me which ones?

Don't Know	Y
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Applies if qEorg = Yes

Qreg Do you regularly discuss health and safety issues with your workforce?

Yes	1
No	2
Don't Know	Y

Applies if Qsizewk = 0-24

qEstruc At &dsite& what structures do you have in place to discuss and resolve health and safety issues?

Prompt if necessary. Code all that apply

A joint committee of managers and workers	1
Employee health and safety representatives	2
Discussion of health and safety issues with staff	3
A 'managers only' committee or working party	4
I make decisions	5
Someone else makes decisions	6
Don't Know	Y
None of these	X
Other	0

Other specify...

Applies if Qsizewk = 25 or more

qEstJC	Does the joint committee...		
		Meet regularly to discuss health and safety issues	1
		Meet to discuss these issues only when they arise	2
		Don't Know	Y

Applies if qEstruc = A joint committee of managers and workers

qEstDS	Do you regularly discuss health and safety with staff, or do you discuss health and safety with staff only when issues arise?		
		Regularly discuss health and safety with staff	1
		Discuss with staff only when issues arise	2
		Don't Know	Y

Applies if qEstruc = Discussion of health and safety issues with staff

qEstDEC	Do you make decisions...		
		On your own	1
		Or after informal discussion with colleagues/ staff	2
		Don't Know	Y

Applies if qEstruc = I make decisions

qEreps	How are employee Health and Safety representatives appointed...		
	(Read out. Code all that apply)		
		By a Trade Union	1
		By management	2
		By workers but not through a Trade Union	3
		Don't Know	Y
		Other	0

Other specify...

Applies if qEstruc = Employee health and safety representatives

qErepsT	Are these representatives provided with any training to help them perform duties as health and safety representatives?		
		Yes	1
		No	2
		Don't Know	Y

Applies if qEstruc = Employee health and safety representatives

qEwrit Does &site& have a written health and safety policy?

Note: Firms with fewer than 5 employees are exempt from this legal requirement

Yes	1
No	2
Don't Know	Y

qEwritD Does &site& have documented procedures for implementing the health and safety policy?

Yes	1
No	2
Don't Know	Y

Applies if qEwrit = Yes

qErisk A risk assessment is a systematic review of the possible risks of the workplace and the work people do. It doesn't have to be written down. May I ask, have you or your colleagues carried out health or safety risk assessments at &site&?

(If the company uses an external service to conduct risk assessments, code yes)

Yes	1
No	2
Don't Know	Y

qEC1x

What are the three most COMMON health and safety risks at &site&?

By risks, I am referring to risks to WORKERS rather than any other group of people who may visit or use the workplace, for example customers, pupils, patients etc.

Type in full description of first answer on this screen (order of entry not important). Code null if only type of common risk and code as null at the next screen. You will then be asked to code this answer on the next screen

Don't Know	Y
No common risks	X

Applies if qErisk = Yes

qEC1x

INTERVIEWER: Which category does the answer you recorded for the first common risk come under?

Record if obvious, otherwise check with respondent. Do not read out. Prompt only to fit answers to categories. If 'other', record suitable abbreviation for text substitution. Code as null if no risks.

- | | |
|---|----|
| Stress | 1 |
| PC/ Laptop usage | 2 |
| Work requiring repetitive movement of upper limbs, not PC related | 3 |
| Work in awkward or tiring positions | 4 |
| Lifting or carrying weights by hand | 5 |
| Work requiring appreciable force | 6 |
| Vibration to hands from use of powered tools or machines | 7 |
| Vibration/jolting from riding, sitting or standing on vehicles/machines | 8 |
| Noise | 9 |
| Handling or touching chemical or biological materials or substances | 10 |
| Breathing in dusts, fumes, smoke, gases or vapours | 11 |
| Being threatened/verbally abused/intimidated or physically attacked | 12 |
| Working at height | 13 |
| Slipping or tripping | 14 |
| Driving or working around vehicles | 15 |
| Don't Know | Y |
| None of these | X |
| Other | 0 |

Other specify...

Applies if qErisk = Yes

qEC3x

Third answer: What are the three most COMMON health and safety risks at &dsite&?

Type in full description of third answer on this screen (order of entry not important). Code null if only type of common risk and code as null at the next screen. You will then be asked to code this answer on the next screen

Don't Know	Y
No other common risks	X

qEC3

INTERVIEWER: Which category does the answer you recorded for the third common risk come under?

Record if obvious, otherwise check with respondent. Do not read out. Prompt only to fit answers to categories. If 'other', record suitable abbreviation for text substitution. Code as null if no risks.

- | | |
|---|----|
| Stress | 1 |
| PC/ Laptop usage | 2 |
| Work requiring repetitive movement of upper limbs, not PC related | 3 |
| Work in awkward or tiring positions | 4 |
| Lifting or carrying weights by hand | 5 |
| Work requiring appreciable force | 6 |
| Vibration to hands from use of powered tools or machines | 7 |
| Vibration/jolting from riding, sitting or standing on vehicles/machines | 8 |
| Noise | 9 |
| Handling or touching chemical or biological materials or substances | 10 |
| Breathing in dusts, fumes, smoke, gases or vapours | 11 |
| Being threatened/verbally abused/intimidated or physically attacked | 12 |
| Working at height | 13 |
| Slipping or tripping | 14 |
| Driving or working around vehicles | 15 |
| Don't Know | Y |
| None of these | X |
| Other | 0 |

Other specify...

Applies if NOT (qEC2 = Don't know OR qEC2 = None of these)

qES1x

And what are the three most SEVERE health and safety risks at &dsite&? They may be the same as the most common risks you have just described.

Type in full description of first answer on this screen (order of entry not important). Code null if only type of common risk and code as null at the next screen. You will then be asked to code this answer on the next screen

Don't Know	Y
No severe risks	X

qES1

INTERVIEWER: Which category does the answer you recorded for the first severe risk come under?

Record if obvious, otherwise check with respondent. Do not read out. Prompt only to fit answers to categories. If 'other', record suitable abbreviation for text substitution. Code as null if no risks.

- | | |
|---|----|
| Stress | 1 |
| PC/ Laptop usage | 2 |
| Work requiring repetitive movement of upper limbs, not PC related | 3 |
| Work in awkward or tiring positions | 4 |
| Lifting or carrying weights by hand | 5 |
| Work requiring appreciable force | 6 |
| Vibration to hands from use of powered tools or machines | 7 |
| Vibration/jolting from riding, sitting or standing on vehicles/machines | 8 |
| Noise | 9 |
| Handling or touching chemical or biological materials or substances | 10 |
| Breathing in dusts, fumes, smoke, gases or vapours | 11 |
| Being threatened/verbally abused/intimidated or physically attacked | 12 |
| Working at height | 13 |
| Slipping or tripping | 14 |
| Driving or working around vehicles | 15 |
| Don't Know | Y |
| None of these | X |
| Other | 0 |

Other specify...

Applies if qErisk = Yes

qES2x

Second answer: What are the three most SEVERE health and safety risks at &site&?

Type in full description of second answer on this screen (order of entry not important). Code null if only type of severe risk and code as null at the next screen. You will then be asked to code this answer on the next screen

Don't Know	Y
No other severe risks	X

qES2

INTERVIEWER: Which category does the answer you recorded for the second severe risk come under?

Record if obvious, otherwise check with respondent. Do not read out. Prompt only to fit answers to categories. If 'other', record suitable abbreviation for text substitution. Code as null if no risks.

- | | |
|---|----|
| Stress | 1 |
| PC/ Laptop usage | 2 |
| Work requiring repetitive movement of upper limbs, not PC related | 3 |
| Work in awkward or tiring positions | 4 |
| Lifting or carrying weights by hand | 5 |
| Work requiring appreciable force | 6 |
| Vibration to hands from use of powered tools or machines | 7 |
| Vibration/jolting from riding, sitting or standing on vehicles/machines | 8 |
| Noise | 9 |
| Handling or touching chemical or biological materials or substances | 10 |
| Breathing in dusts, fumes, smoke, gases or vapours | 11 |
| Being threatened/verbally abused/intimidated or physically attacked | 12 |
| Working at height | 13 |
| Slipping or tripping | 14 |
| Driving or working around vehicles | 15 |
| Don't Know | Y |
| None of these | X |
| Other | 0 |

Other specify...

Applies if NOT (qES1 = Don't know OR qES1 = No severe risks)

qES3x Third answer: What are the three most SEVERE health and safety risks at &dsite&?

Type in full description of third answer on this screen (order of entry not important). Code null if only type of severe risk and code as null at the next screen. You will then be asked to code this answer on the next screen

Don't Know Y
No other severe risks X

qES3 INTERVIEWER: Which category does the answer you recorded for the third severe risk come under?

Record if obvious, otherwise check with respondent. Do not read out. Prompt only to fit answers to categories. If 'other', record suitable abbreviation for text substitution. Code as null if no risks.

- Stress 1
- PC/ Laptop usage 2
- Work requiring repetitive movement of upper limbs, not PC related 3
- Work in awkward or tiring positions 4
- Lifting or carrying weights by hand 5
- Work requiring appreciable force 6
- Vibration to hands from use of powered tools or machines 7
- Vibration/jolting from riding, sitting or standing on vehicles/machines 8
- Noise 9
- Handling or touching chemical or biological materials or substances 10
- Breathing in dusts, fumes, smoke, gases or vapours 11
- Being threatened/verbally abused/intimidated or physically attacked 12
- Working at height 13
- Slipping or tripping 14
- Driving or working around vehicles 15
- Don't Know Y
- None of these X
- Other 0

Other specify...

Applies if NOT (qES2 = Don't know OR qES2 = No severe risks)

**IF APPROPRIATE:
I am going to ask some questions about these risks you have identified.**

qEcP Did you need to take more action on ... as a result of the risk assessment, or were you already doing enough?

IF ACTION IS ONGOING, CHECK WHETHER ACTION IS SAME AS BEFORE RISK ASSESSMENT (IN WHICH CASE CODE 'ALREADY DOING ENOUGH') OR WHETHER ADDITIONAL ACTIONS HAVE BEEN TAKEN (CODE 'MORE ACTION TAKEN')

More action taken	1
Already doing enough	2
Don't Know	Y

This question is repeated for all three common risks

qEcD How did you decide whether you were already doing enough?

DO NOT SHOW SCREEN AND DO NOT PROMPT. CODE ALL THAT APPLY REFERS TO COMMON RISK OF ...

Compared with good practice	1
Made a personal judgement	2
Quantitative risk assessment used (from risk assessment process)	3
Took advice from external expert	4
Don't Know	Y
Other	0

Other specify...

This question is repeated for all three common risks:

Applies if qEcP = Already doing enough

qEcC How would you assess your current control of ...?

Excellent	1
Very good	2
Good	3
Neither good nor poor	4
Poor	5
Very poor	6
Don't Know	Y

This question is repeated for all three common risks:

qEcL When did you or your colleagues last review your risk assessment of ... at &site&?

PROMPT IF NECESSARY

Continuous/ ongoing process	1
Within last 6 months	2
Within last year	3
Within last 3 years	4
More than 3 years ago	5
Never	6
Don't Know	Y

This question is repeated for all three common risks:

qEsP Did you need to take more action on ... as a result of the risk assessment, or were you already doing enough?

IF ACTION IS "ONGOING" - CHECK WHETHER ACTION IS SAME AS BEFORE RISK ASSESSMENT (IN WHICH CASE CODE 'ALREADY DOING ENOUGH') OR WHETHER ADDITIONAL ACTIONS HAVE BEEN TAKEN (CODE 'MORE ACTION TAKEN')

More action taken	1
Already doing enough	2
Don't Know	Y

This question is repeated for all three severe risks:

qEsD How did you decide whether you were already doing enough?

DO NOT SHOW SCREEN AND DO NOT PROMPT. CODE ALL THAT APPLY REFERS TO COMMON RISK OF ...

Compared with good practice	1
Made a personal judgement	2
Quantitative risk assessment used (from risk assessment process)	3
Took advice from external expert	4
Don't Know	Y
Other	0

Other specify...

This question is repeated for all three severe risks:

Applies if qEsP = Already doing enough

qEsC How would you assess your current control of ...?

Excellent	1
Very good	2
Good	3
Neither good nor poor	4
Poor	5
Very poor	6
Don't Know	Y

This question is repeated for all three severe risks:

qEsL When did you or your colleagues last review your risk assessment of ... at &site&?

PROMPT IF NECESSARY

Continuous/ ongoing process	1
Within last 6 months	2
Within last year	3
Within last 3 years	4
More than 3 years ago	5
Never	6
Don't Know	Y

This question is repeated for all three severe risks:

qEbarr What, if any, are the barriers to improving risk control?

DO NOT READ OUT
PROMPT: Anything else?

Costs	1
Lack of communication with managers	2
Lack of training	3
Lack of time	4
Lack of staff	5
Impact on production	6
Not profitable	7
Paperwork	8
Planning difficulties	9
Worker resistance	0
Working practices	1
Don't Know	Y
None of these	X
Other	0

Other specify...

qEpres I am now going to ask whether some health and safety risks are present in your workplace. You may have already mentioned some of these, but it is important that we ask everyone the same list so please bear with any repetition.

Which of the following risks are present in your workplace?

READ OUT FULL LIST. CODE ALL THAT APPLY

Stress	1
PC/ Laptop usage	2
Work requiring repetitive movement of upper limbs not PC related	3
Work in awkward or tiring positions	4
Lifting or carrying weights by hand	5
Work requiring appreciable force	6
Vibration to hands from use of powered tools/machines	7
Vibration or jolting from riding, sitting or standing up on vehicles or machines	8
Noise	9
Handling/touching chemical/biological materials/substances	10
Breathing in dusts, fumes, smoke, gases or vapours	11
Being threatened, verbally abused, intimidated, physically attacked	12
Working at height	13
Slipping or tripping	14
Driving or working around vehicles	15
Don't Know	Y
None of these	X

qEha How would you assess your current control of the risks from ... in your workplace?

Excellent	1
Very good	2
Good	3
Neither good nor poor	4
Poor	5
Very poor	6
Don't Know	Y

This question is repeated for the following loop values:

- Stress
- PC/ Laptop usage
- Work requiring repetitive movement of upper limbs other than PC-related
- Work in awkward or tiring positions
- Lifting or carrying weights by hand
- Work requiring appreciable force
- Vibration to hands from use of powered tools or machines
- Vibration or jolting from riding, sitting or standing up on vehicles or machines
- Noise
- Handling or touching chemical or biological materials or substances
- Breathing in dusts, fumes, smoke, gases or vapours
- Being threatened, verbally abused, intimidated or physically attacked
- Working at height
- Slipping or tripping
- Driving or working around vehicles

qEexter Which, if any, external sources of information or advice on health and safety have you used in the last 12 months?

Read out. Code all that apply

Local health and safety inspector	1
Local Authority publications	2
HSE Infoline	3
HSE publications/ web site	4
Web sites other than HSE	5
Publications other than HSE	6
Insurance company	7
Trade associations or local/national business groups	8
Trade Unions	9
Supplier of equipment or materials	10
Private health and safety specialist or consultant	11
Don't Know	Y
None of these	X
Other	0

Other specify...

qErepo Not all organisations have to produce an annual report. May I just check, does &site& produce an annual report?

IF NECESSARY, ADD: I don't mean just a report on Health & Safety, or a set of accounts.

Yes	1
No	2
Don't Know	Y

Applies if Qsizewk = 25 or more

qErepHS Does this include a report on Health and Safety?

Yes	1
No	2
Don't Know	Y

Applies if qErepo = Yes

qEpubli Does your company make information on its health and safety performance...

READ OUT. CODE ALL THAT APPLY

Available to the public	1
Available to the workforce	2
Available to customers or clients	3
Don't Know	Y
None of these	X

Applies if qErepo = No OR qErepHS = No

qEtarg Does your company have targets for Health and Safety performance?

Yes	1
No	2
Don't Know	Y

qEboard As far as you know, is health and safety regularly considered by senior personnel at your company, e.g. by the Board or Managing Director?

Yes	1
No	2
Don't Know	Y

qErevie Have all your Health & Safety systems and procedures been reviewed within the last...

READ OUT. CODE FIRST TO APPLY

Year	1
Two years	2
Five years	3
Not fully reviewed on this time scale	4
Don't Know	Y

qEsys Does your company work to a recognised health and safety management system?

IF YES: Which one?

Prompt if necessary

Yes - HS(G)65	1
Yes - OHSAS 18001	2
Yes - ISO 90001	3
Yes - BS 2800	4
Yes - system not named	5
No	6
Don't Know	Y
Other	0

Other specify...

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qEsupp

As far as you are aware, does &dsite& require suppliers or contractors to work to a recognised health and safety management system or to a health and safety performance standard that your company has specified?

IF YES: Is that all of your suppliers/ contractors or some of them?

Yes - all	1
Yes - some	2
No	3
Not applicable	4
Don't Know	Y

I am now going to read out some statements about the health and safety culture in &site&. For each statement please say whether you agree or disagree with it.

So firstly...

qag ...

IF NECESSARY: How much do you agree or disagree with this in relation to this workplace?

Strongly agree	1
Agree	2
Neither agree nor disagree	3
Disagree	4
Strongly disagree	5
Don't Know	Y

This question is repeated for the following loop values:

- *Management at &site& are committed to health and safety at work*
- *Workers are fully involved when health and safety procedures, instructions and rules are developed or reviewed*
- *Workers here are clear about the health and safety rules and procedures that apply to them*
- *Workers here would not take risks at work*
- *Our work systems or ways of working ALWAYS encourage health and safety at work*

Applies if Qsizewk = 25 or more

qagr ...

IF NECESSARY: How much do you agree or disagree with this in relation to this workplace?

Strongly agree	1
Agree	2
Neither agree nor disagree	3
Disagree	4
Strongly disagree	5
Don't Know	Y

This question is repeated for the following loop values:

- *Everyone at &site& is committed to health and safety at work*
- *Everyone is fully involved when health and safety procedures, instructions and rules are developed or reviewed*
- *People here are clear about the health and safety rules and procedures that apply to them*
- *People here would not take risks at work*
- *Our work systems or ways of working ALWAYS encourage health and safety at work*

Applies if Qsizewk = 0-24

qErehab

Do you have arrangements in place to support the return to work of workers on long-term sickness absence?

Yes	1
No, no arrangements	2
No, have never experienced	3
Don't Know	Y

qErehaW Does your organisation do any of the following as part of these arrangements?

READ OUT FULL LIST. CODE ALL THAT APPLY

- | | |
|--|---|
| Keeping in contact with off-sick workers | 1 |
| Identify what workplace controls and adjustments are required to help workers return to work | 2 |
| Seek professional help and advice when needed | 3 |
| Hold a 'return to work interview' | 4 |
| Prepare and agree a return to work plan | 5 |
| Have a written policy on rehabilitation | 6 |
| Train or coach line managers and supervisors to manage rehabilitation | 7 |
| Don't Know | Y |
| Other | 0 |

Other specify...

Applies if qErehab = Yes

qEreha2 Do you have arrangements in place to help workers who develop some incapacity to remain at work?

- | | |
|----------------------------|---|
| Yes | 1 |
| No, no arrangements | 2 |
| No, have never experienced | 3 |
| Don't Know | Y |

qErehW2 Does your organisation do any of the following as part of these arrangements?

READ OUT. CODE ALL THAT APPLY

- | | |
|---|---|
| Identify what workplace controls and adjustments are required to help workers to remain at work | 1 |
| Seek professional help and advice when needed | 2 |
| Have a written policy on rehabilitation | 3 |
| Train or coach line managers and supervisors to manage rehabilitation | 4 |
| Don't Know | Y |
| Other | 0 |

Other specify...

Applies if qEreha2 = Yes

qEocc As far as you are aware, has &site& used the services of any health and safety or general health professionals over the last 12 months?

PROMPT IF NECESSARY: SERVICES FOR WORKERS

Yes	1
No	2
Don't Know	Y

qEoccW Who have you used?

CODE ALL THAT APPLY

Occupational Health Physician	1
Occupational Health Nurse	2
General Practitioner	3
Staff Nurse with no OH qualifications	4
Occupational Hygienist	5
Ergonomist	6
Health and Safety Practitioner	7
First Aiders	8
Health and Safety Officer	9
Physiotherapist	10
Don't Know	Y
Other	0

Other specify...

Applies if qEocc = Yes

qEoccDo What sorts of work they have undertaken? Do they...

READ OUT FULL LIST. CODE ALL THAT APPLY

Undertake health checks or medicals	1
Monitor sickness absence records	2
Attend health and safety meetings	3
Advise on work-related health issues	4
Advise on general health issues	5
Advise on safety issues	6
Identify risks/hazards	7
Implement health and safety procedures	8
Treat ill-health/ results of accidents	9
Provide support during back to work rehabilitation	0
Don't Know	Y
Other	0

Other specify...

Applies if qEocc = Yes

qEoccAv Thinking about your Occupational Health support, are services available to individual workers?

Yes	1
No	2
Don't Know	Y

Applies if Qsizewk = 25 or more

qEoccAA May I just check, are these services available to ALL workers? By workers I mean people employed by &dsite&.

(IF A WORKER HAS TO BE REFERRED BY A MANAGER TO USE THESE SERVICES, STILL COUNTS AS 'YES')

Yes	1
No	2
Don't Know	Y

Applies if qEoccAv = Yes

qEoccAN On what basis is the availability of your occupational health support provided?

READ OUT. CODE ALL THAT APPLY

Provided to workers of a certain grade	1
Provided to workers with certain exposures	2
Availability limited on another basis	3
Don't Know	Y

Applies if qEoccAA = No

MODULE: ECONOMICS

Questions apply to all respondents unless otherwise stated

Now I am going to ask you a few questions about the economic consequences of work-related injury and ill health.

Qheal What proportion of your total costs (including staff time) would you estimate are spent on the management of health and safety issues?

- Up to 10% 1
 - 11 to 20% 2
 - 21 to 30% 3
 - 31 to 40% 4
 - 41 to 50% 5
 - Over 50% 6
 - Don't Know Y
 - Refused Z
-

Qlegal Thinking of the overall health and safety situation in your workplace, do you think it is fully in line with legal requirements as you understand them, or does it fall short of these requirements?

- Fully in line 1
 - Falls short 2
 - Don't Know Y
 - Refused Z
-

Qleg2 In your opinion could you reduce the amount of money and time spent on health and safety and still fulfill your legal requirements?

- Yes 1
- No 2
- Don't Know Y
- Refused Z

Applies if qlegal = Fully in line

Qmuch

By how much?

IF NECESSARY: By how much could you reduce the amount of money and time spent on health and safety and still fulfill your legal requirements

Less than 10%	1
10-19%	2
20-29%	3
30-39%	4
40-49%	5
reduced by 50% or more	6
Don't Know	Y
Refused	Z

Applies if Qleg2 = Yes

Qleg3 In your opinion, by how much would you have to increase the amount of money and time spent on health and safety in order to fulfill the legal requirements?

- Less than 10% 1
- 10-24% 2
- 25-49% 3
- 50-99% 4
- 100% or more 5
- Don't Know Y
- Refused Z

Applies if qlegal = Falls short

qErepla Have you had to bring in new staff to temporarily or permanently replace workers who have been injured or made ill by their work?

- Yes 1
- No 2
- Don't Know Y

qEreplN How many in the last 12 months?

- Numeric Range _____
- Don't Know Y

Applies if qErepla = Yes

qEsett Have you had any settled claims under your employer liability insurance relating to this workplace in the last 12 months?

- Yes 1
- No 2
- Don't Know Y

qEsetHS How many were due to health and safety claims from workers?

- Numeric Range _____
- Don't Know Y

Applies if qEsett = Yes

qEsetO And how many were due to other claims?

- Numeric Range _____
- Don't Know Y

Applies if qEsett = Yes

qEsite Does this company have more than one site?

NOTE: BY DIFFERENT SITES WE MEAN GEOGRAPHICALLY SEPARATE WORKPLACES OR OFFICES, NOT DIFFERENT SITES/ WORK OFFICES IN THE SAME LOCATION

Yes	1
No	2
Don't Know	Y

qEsiteS Is the employer liability insurance arranged separately for this work site within your company?

Yes	1
No	2
Don't Know	Y

Applies if qEsite = Yes

qEsiteP Has your company had any increase or decrease in employer liability insurance premiums due to health and safety performance at this work site?

Yes - increase	1
Yes - decrease	2
No	3
Don't Know	Y

Applies if qEsite = No OR qEsiteS = Yes

qEsiteI By what percentage did the premium increase?

Numeric Range _____	
Don't Know	Y

Applies if qEsiteP = Yes - increase

QEsiteD By what percentage did the premium decrease?

Numeric Range _____	
Don't Know	Y

Applies if qEsiteP = Yes - decrease

qEliab May I ask, what is the annual cost of employer liability insurance for this work site?

Numeric Range _____	
Don't Know	Y
Refused	Z

Finally a few questions on how your workplace compares with other similar workplaces on economic performance

qwrs1 In your opinion, how does the level of labour productivity at your workplace compare with other similar workplaces?

- Much worse 1
 - Worse 2
 - About the same 3
 - Better 4
 - Much better 5
 - Don't Know Y
 - Refused Z
-

qwrs2 In your opinion, how does the level of profits at your workplace compare with other similar workplaces?

- Much worse 1
 - Worse 2
 - About the same 3
 - Better 4
 - Much better 5
 - Don't Know Y
 - Refused Z
-

Applies if qEsect = A private firm or business, limited company or plc

qwrs3 In your opinion, how does the quality of the product or service at your workplace compare with other similar workplaces?

- Much worse 1
 - Worse 2
 - About the same 3
 - Better 4
 - Much better 5
 - Don't Know Y
 - Refused Z
-

You have now reached the end of the interview.