

## INTERVIEW QUESTIONS FOR COMMITTEE MEMBERS

### A. General.

1. How long have you worked at MSFC?
2. How long have you served on the committee?
3. How are committee members selected?
4. How many total committee members are there (for construction or other sites with joint labor-management committees)?
5. How often does the committee meet?
  - a. In view of the committee's workload, is this number of meetings: Too many? Just about right? Too few?
  - b. How are members notified about scheduled meetings?
6. How many of the committee members usually attend meetings? All? Most? About half? Less than half?
  - a. Are members encouraged to attend the meetings?
  - b. What happens if you miss a meeting?
7. Do the safety and health professionals on the committee take the time to explain technical points when they arise?
8. What safety and health records does the committee review?
9. Does the committee conduct inspections based on review of this data?

**B. Management Leadership.**

1. Can you tell me what the safety and health policy is at MSFC ?
2. Can you tell me what the overall goal for safety and health is at this MSFC ?
3. Are you aware of any safety and health objectives for this MSFC ?  
If so, tell me about them. And if so, do you know who, if anyone, has responsibilities relating to these objectives?
4. In general, who would you say has responsibility for the safety and health of you and your co-workers?

**C. Top Management Involvement.**

1. Are the top managers at MSFC involved in safety and health in ways that you can see? If so, please give me some examples.
2. On a scale of 1 to 5 with 1 being "non-existent," how would you rate safety and health communication from top management to you and your co-workers? Why?
3. On the same scale, how would you rate the ability of you and your co-workers to communicate with top management. Why?
4. Would you agree with the statement that managers set a good example of safe and healthful behavior? Can you give one or more examples of management behavior that led to your agreement [disagreement] with this statement.

**D. Inspections.**

1. Does the committee do inspections of the workplace?
2. If so, do these inspections cover the whole workplace?  
Only part?

- a. If only part, how many inspections are needed before the entire workplace has been inspected?
  - b. Do they only cover each member's own area? If so, how are the reports done?
3. Do you normally participate in the inspection process?
4. How many inspections have you made in the past year?
5. Do you consider this an adequate number?
6. In terms of keeping the workplace safe, do you consider the inspections very useful? Somewhat useful? Not useful? How would you change or improve them?
7. What role does the committee play in accident investigation?
8. Have you seen industrial hygiene inspections at MSFC? Have you accompanied or participated in any of these inspections?
9. Describe the committee's role, if any, in the handling of complaints from workers.
10. If the committee oversees the complaint process, does it verify that abatement occurs on valid complaints?

**E. Training.**

1. Have you been trained specifically to work on the committee? If so, describe.
2. Who provided the training? Company? Union? Other?
3. Did your training prepare you for committee work?

4. Did your training include information on safety hazards?
5. Since your initial training have you received supplementary "refresher" training? How often? Describe briefly.
6. How would you change or improve the training, if you could?

**F. Communication.**

1. Do you think that the committee has had an effect on employee awareness of safety and health problems? If so, describe.
2. Has the committee made suggestions for safety and/or health improvements? If yes, give examples.
3. How were these suggestions communicated to management?
4. Was the company responsive to suggestions that the committee offered? Give examples.
5. If the company does not accept a recommendation, does it explain why? Give an example.
6. Have there been any disagreements between employees and management about safety and health issues?
7. Would you say that the company has been supportive of the time you have spent on committee business?

**G. Improvements.**

1. Do you think that the committee operations and functions can be improved?

2. What else do you think the committee can do to improve safety and health conditions?

#### **H. Overall Assessment.**

1. As a whole, how would you characterize the effectiveness of the committee?
2. Has the role or the amount of activity of the committee changed since VPP approval? If so, how?
3. Are you pleased with VPP participation? Why? Why not?