

EXAMPLE EMPLOYEE INTERVIEW QUESTIONS



A. Background.

1. What is your job here?
2. How long have you worked at MSFC ?
3. Where did you work before? How does MSFC compare with that one in terms of safety?

B. Training.

1. Have you received safety and health training?
 - a. How long did it last?
 - b. Was it helpful?
2. What happens if an employee disobeys a safety rule?
Do you know of anyone this has happened to?
3. What is your responsibility in case of an emergency?
When did you last practice it?

C. 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 MSFC ?
3. Are you aware of any safety and health objectives for 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?

D. 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 let to your agreement [disagreement] with this statement.

E. Hazard Correction.

1. Do you come into contact with any safety hazards?
2. If so, please answer the following questions:
 - a. Has management been quick to notice hazards and to correct them?
 - b. If you notice a hazard, do you know who in management to contact to get it fixed?
 - c. When you do this, do you get quick action?
 - (1) Do you get appropriate action?
 - (2) If management decides no action is needed, is this explained to you?

F. Complaints.

1. Have you ever reported a hazardous condition here?
2. If yes, answer the following questions: (If no, skip to the next section.)
 - a. What was the condition?
 - b. Did you report orally or in writing?
 - c. Whom did you notify?
 - (1) Did you get a response? If so, was the response satisfactory?
 - (2) How long did it take to get a response?
 - (3) If you did not get a response, did you try again, try someone or somewhere else? (If the latter, describe.)

G. Health Program.

1. Do you come into contact with any potentially dangerous chemicals, substances or harmful physical agents such as radiation or noise?
 - a. If so, what are they?
 - b. Do you feel that management has provided enough protection for you?
2. Have you ever seen industrial hygiene surveying or monitoring being done in your workplace?
 - a. Was it just once or is it routine?
 - b. If just once, was it in response to a specific problem?
 - c. If a specific problem, what was it?
 - d. If routine, how often?

3. Has MSFC had you examined by a nurse or physician?
 - a. If so, is this done periodically? How often?
 - b. If not done periodically, what was the reason for the examination?
 - c. Did the examination seem thorough?
 - d. Did the nurse or doctor explain what was being done and why?
 - e. If not, did anyone in management explain? If so, who?
 - f. Were the results of the examination explained to you?
 - g. Were you given a written statement of the examination results?
If so, who explained them?

H. Personal Protective Equipment (PPE).

1. Is personal protective equipment (hard hats, goggles, respirators, etc.) needed? Is it readily available when needed?
 - a. If personal protective equipment is used, is it kept clean and in good repair?
 - b. Who is responsible for this?
 - c. What protective equipment have you used?
2. If you have needed training in the use of this equipment, did you get it? If so, was the training adequate in your opinion?

I. The Safety Committee

1. Are you aware of the committee for safety and health? If so, please answer the following questions:
 - a. When did you become aware of the committee?
 - b. Do you know any of the members? If yes, name the members you know.

- c. Do you know how the employee representatives were selected? If yes, describe.
- d. Have you seen the committee make inspections? If so, does it appear to be thorough in its approach?
- e. What other things does the committee do?
- f. Would you say the committee is very effective, somewhat effective or not effective? Why?

J. VPP Participation.

- 1. What has management told you about the OSHA VPP program?
- 2. Have you been told what your rights are under the VPP? If so, can you tell me what they are?
- 3. Have you been told what your rights are under OSHA? If so, can you tell me what they are?
- 4. Would you feel comfortable making a safety or health complaint to management? To OSHA?
- 5. Have you noticed any change in safety and health conditions here since the site's approval into the VPP program? If so, describe.
- 6. Do you support the company's participation in the VPP?

K. General.

- 1. Is there anything else you think we should know about the safety and health program here?