

Creating a Safe Workplace for All: Your input is requested

In order to create a safe workplace, it's critical that we have a comprehensive understanding of where risks might be—and what opportunities there are to address them. That's why we're asking you to take 10 minutes to complete this anonymous workplace safety survey. Your answers will help pinpoint areas that may need improvement to better protect the health and safety of employees.

Please note: There are no right or wrong answers. Your responses should simply indicate your perspective on the closest appropriate answer.

Part 1: Workplace Hazards

It's important for us to understand both the kinds of health and safety hazards you might be exposed to in your job, and how frequently those hazards might occur. For each item below, please put an X under the heading that best describes how often you do the stated task or are exposed to the stated condition.

In your job, how often do you . . . ?	6 months +	Every 3 months	Every month	Every week	Every day	Never/NA
1. Manually lift, carry or push items heavier than 20 lbs. at least 10 times during the day (infants, toddlers, toys, aquatic, equipment).						
2. Do repetitive movements with your hands or wrists (maintenance, sorting, cleaning, pulling, pushing, typing) for at least three hours during the day.						
3. Perform work tasks, or use work methods, that you are not familiar with.						
4. Interact with hazardous substances such as chemicals, body fluids, flammable liquids or gas.						
5. Work in a bent, twisted or awkward work posture.						
6. Work at heights greater than 4 ft. above the ground or floor (incl. zip lines, high ropes courses, climbing walls).						
7. Work around noise levels that cause you to raise your voice when talking to people less than one yard away.						
8. Stand for more than two hours in a row.						
9. Participate in—as opposed to lead—a team sports activity or game?						
10. Experience feelings of being bullied or harassed at work.*						

*(Optional) If you reported experiences of being bullied or harassed in question 10, please provide additional information on the circumstances in which these feelings arise: _____

Part 2: Workplace Policies and Procedures

There are already many policies and systems in place which are designed to keep workers safe. This section is intended to help assess how well those policies and systems are being implemented.

At my workplace . . .	Strongly agree	Agree	Disagree	Strongly Disagree	Never/NA
11. Everyone receives the necessary workplace employee safety training when starting a job, changing jobs or beginning new work assignments.					
12. There is routine communication between employees and management about safety initiatives.					
13. Processes or policies are in place to identify, prevent and remedy potential risks and hazards.					
14. Workplace employee safety is considered to be at least as important as membership safety and programming quality.					

At my workplace. . .	Strongly agree	Agree	Disagree	Strongly Disagree	Never/NA
15. There is an active and effective safety committee and/or employee health and safety rep.					
16. Incidents and accidents are investigated quickly in order to improve workplace health and safety.					
17. Communication about workplace health and safety procedures is done in a way that I can understand.					

Part 3: Occupational Health and Safety Awareness

Awareness and education are central to effective workplace safety. This section is designed to measure how well our teams have been trained on workplace safety issues (e.g. hazards, and the rights and responsibilities of both employees and employers).

At my workplace. . .	Strongly agree	Agree	Disagree	Strongly Disagree	Never/NA
18. I understand my role and responsibility in relation to workplace health and safety.					
19. I understand my rights in relation to workplace health and safety.					
20. I am clear about my employers' role and responsibility in relation to workplace health and safety.					
21. I understand my employer's rights in relation to workplace health and safety.					
22. I know how to perform my job in a safe manner.					
23. If I became aware of a safety concern or hazard at my workplace, I know who (at my workplace) I would report it to.					
24. I have the knowledge to assist in responding to any health and safety concerns at my workplace.					
25. My workplace practices align with our organizational goals for employee safety.					
26. I know what the necessary precautions are that I should take while doing my job.					
27. I feel comfortable speaking up about safety issues—for example where a policy is not being followed and/or policies are unclear.					

Part 4: Participation in Occupational Health and Safety

Without on-going employee engagement, even the best workplace safety policies are going to fall short. The following questions will help us to get a sense of how empowered our teams feel to get involved with safety issues and make their views heard.

At my workplace. . .	Strongly agree	Agree	Disagree	Strongly Disagree	Never/NA
28. I feel safe to voice concerns or make suggestions about workplace health and safety at my job.					
29. If I notice a workplace safety concern or hazard, I would point it out to management.					
30. I know that I can stop work if I think something is unsafe and management will not give me a hard time.					
31. If my work environment was unsafe I would not say anything, and hope that the situation eventually improves.					
32. I have enough time to complete my job safely.					

Please provide any additional comments or feedback: _____

Thank you for your commitment to safety!