



Office of State Human Resources

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**NUMBER:**

**SUBJECT: Model Employee Safety Surveys**

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**RELATED LEGISLATION: None**

The purpose of this program is to provide general guidance for agency surveys of employees regarding workplace safety issues.

**I. Program Statement**

Per the OSHA general duty clause, it is the responsibility of employers to protect employees from anticipated worksite hazards. This program provides agencies with basic instructions and sample questions to use when conducting an employee survey regarding worksite safety issues.

**II. Definitions**

**AGENCY:** State department, division, subdivision, commission, board, or institution.

**AGENCY SAFETY LEADERSHIP:** Agency head/designee, agency safety leader/designee, safety committee representatives, and managers.

**DESIGNATED SURVEY ADMINISTRATOR:** Agency employee or contractor that prepares survey tool (electronic or paper), sends communication emails to survey target audience, and compiles and communicates survey results.

**III. Roles and Responsibilities**

**Agency head/designee:** Supports efforts of agency safety leader/designee and safety committee representatives to coordinate employee safety surveys in collaboration with managers and designated survey administrator. Create, review, and edit content for customized employee safety surveys. Encourage employees to timely complete surveys.

**Agency safety leader/designee:** Create, review, and edit content for customized employee safety surveys. Encourage employees to timely complete surveys.

**Safety committee representatives:** Create, review, and edit content for customized employee safety surveys. Encourage employees to timely complete surveys.

**Managers:** Create, review, and edit content for customized employee safety surveys. Encourage employees to timely complete surveys.

**Designated Survey Administrator:** Compile survey content, design survey for target audience, create survey tool, send communications emails to survey target audience, compile survey results, and communicate survey results to agency.

**Employees:** Timely complete safety surveys.

#### **IV. Implementation**

##### **Communications Timeline**

###### ***Before survey is open***

1. Agency Safety Leadership meeting (4-6 weeks before survey launch) – Includes agency head/designee, agency safety leader/designee, safety committee representatives, front-line managers, and designated survey administrator meet to determine target audience, information sought via survey content, and survey methodology. Examples include safety concerns regarding new construction or renovation of existing facility, hazardous materials handling, or emergency action planning.
2. Formal announcement (1 month before survey launch) - Designated survey administrator sends email to target audience announcing survey, who is being surveyed, and purpose.
3. Launch reminder (2-3 days before survey launch) - Designated survey administrator sends email to target audience announcing survey, who is being surveyed, and purpose.

###### ***While survey is open***

1. Survey invite – Designated survey administrator sends email on day of survey launch to survey target audience.
2. Survey reminders – Designated survey administrator sends one email per week after survey launch to survey target audience.
3. Last chance survey reminder – Designated survey administrator sends email 2-3 days before survey closes to survey target audience.

###### ***After survey is closed***

1. Thank you message – Designated survey administrator sends email to survey target audience on day the survey closes.
2. Results overview – Designated survey administrator sends email to survey target audience one week after survey closes.
3. Leadership follow-up meeting – Designated survey administrator meets with Agency Safety Leadership to discuss survey results prior to publication no more than three weeks after survey closes.
4. Detailed results – Designated survey administrator sends email with detailed results to survey target audience 1-2 months after survey closes.

5. All-agency follow up – Designated survey administrator sends email to all agency employees (if appropriate) 1-2 months after survey closes.

**Safety Survey tips**

1. Speak directly to employees – use “you” at every opportunity.
2. Make the instructions personal – Example: “Your feedback is extremely important to this organization’s future and greatly impacts our direction. Thank you for your participation and support.”
3. Relay in all communications the benefits of employee participation in the survey – Example: “This survey will give you an opportunity to improve your work experience.”
4. Choose the communication method that best fits your employee’s response communication needs i.e. web-based survey tool, reply email, paper, etc.
5. Keep your survey communication short, to the point, and easy to read. Preferably, survey participants should be able to complete the survey in 2-3 minutes.
6. Segment your audience – target specific employee groups with specific questions to connect with them on a personal level.
7. Create a call to action – place your links/buttons to the survey in multiple places including the beginning of all communication pieces to promote participation.
8. Tailor survey to your target audience.

**Model Employee Safety Survey Questions**

Please mark the box indicating how much you agree or disagree with the following statements regarding your agency’s safety efforts:

<b>Model Questions</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Don't Know</b>
Where I work, employees, supervisors, and management work together to ensure the safest possible working conditions.					
Employees are always told when they do not follow good safety practices.					
The safety of workers is a big priority with management where I work.					
I feel free to report safety violations where I work.					
My supervisor is genuinely concerned about my safety.					

<b>Model Questions</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Don't Know</b>
My employer makes sure I can do my work safely.					
My supervisor provides adequate training to safely perform my job.					
I am confident I can perform my job in a safe manner.					
I have access to all needed personal protective equipment (PPE) to safely accomplish my work (hearing protection, sight protection, breathing protection, hard hat, etc.).					
I can stop working if I think something is unsafe.					
My supervisor will not give me a hard time if I stop working due to unsafe conditions.					
Safety concerns are always properly addressed when I bring them to my supervisor's attention.					
If I experience or witness a near-accident (an accident that does not result in injury or damage but could have) I feel comfortable reporting it to my supervisor.					
My supervisor and coworkers discuss near accidents and how to avoid the situation in the future.					

**Free Form Questions**

Please describe your biggest workplace safety concerns right now.

Please describe what you would like to see your Agency safety team do more of.