



Dear Health and Safety professional,

The Ergonomics and Safety Research Institute (ESRI), which is part of Loughborough University, has been commissioned by the Institute of Occupational Safety and Health (IOSH) to investigate the effectiveness of risk assessment in the workplace.

This study, lasting over 16 months, is designed to explore the link between risk identification and risk control. The initial stages are to capture current practice in manufacturing industry, including who is undertaking risk assessments and what tools they use to do them.

This questionnaire is inviting you, as a health and safety professional, to contribute to the understanding of current practice and hence help to improve the effectiveness of health and safety practice in the British workforce. The questionnaire itself should only take a few minutes to fill in and will be invaluable in helping to clarify what is actually occurring in the workplace.

In the later stages of the project, partner organisations will be selected from those who have submitted questionnaires and they will be invited to take an active part in evaluating the tools used in undertaking risk assessments. These organisations will receive, as an incentive, free professional training from an IOSH accredited trainer. An invitation to be involved further in the project is provided at the end of this questionnaire.

Please be assured that any information you supply will be strictly confidential and that the project is being conducted under the ethical and confidentiality guidelines of Loughborough University. More information about the project and ESRI can be found at <http://www.lboro.ac.uk/research/esri> in the 'News' section article called 'Effect of training on the application and effectiveness of checklist-based risk assessments'.

We appreciate that you are busy and that providing this information will be another task to add to your 'to do' list, but by contributing you will be providing critical information which will help make risk assessment more effective and simpler in the future. So why not get a drink and take a few minutes to answer the questions – you can then cross another thing off your 'to do' list!

Thank you for reading this and we hope you will be able to find just a few minutes to provide answers to the following questions.

General information

1. Does your organisation have a standard Risk Assessment which is used for musculoskeletal risks?

Yes	<input type="checkbox"/> ₁
No	<input type="checkbox"/> ₂

If 'YES' please (if possible) send a copy of this Risk Assessment to us when you return this questionnaire

About your organisation

2. How many people are employed by your organisation?

Small – 1 - 49	<input type="checkbox"/> ₁
Medium – 50 to 299	<input type="checkbox"/> ₂
Large - 300 or more	<input type="checkbox"/> ₃

3. Is your organisation

Based on a single site	<input type="checkbox"/> ₁
Part of a larger group	<input type="checkbox"/> ₂

4. Approximately, how many employees work on your site?

--

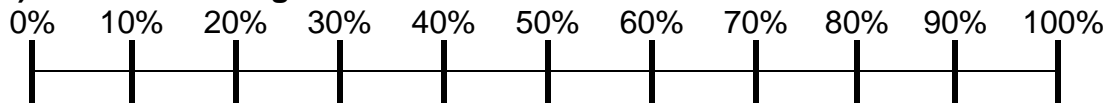
5. Please tick the industry sector that best applies to your organisation.

Chemical Manufacturing	<input type="checkbox"/> ₁	Mining & Quarrying	<input type="checkbox"/> ₁₀
Consumer Goods	<input type="checkbox"/> ₂	Optical & Precision Instruments	<input type="checkbox"/> ₁₁
Electrical & Electronics	<input type="checkbox"/> ₃	Packaging	<input type="checkbox"/> ₁₂
Food & Drink Manufacturing	<input type="checkbox"/> ₄	Paper Manufacturing	<input type="checkbox"/> ₁₃
Fuel	<input type="checkbox"/> ₅	Refrigeration	<input type="checkbox"/> ₁₄
Glass, Ceramic & Brick	<input type="checkbox"/> ₆	Rubber & Plastics	<input type="checkbox"/> ₁₅
Machinery Manufacturing	<input type="checkbox"/> ₇	Textile Manufacturing	<input type="checkbox"/> ₁₆
Manufacturing Tools	<input type="checkbox"/> ₈	Timber Manufacturing	<input type="checkbox"/> ₁₇
Metal & Metal Goods	<input type="checkbox"/> ₉	Transport Manufacturing	<input type="checkbox"/> ₁₈
Other, please state:			19

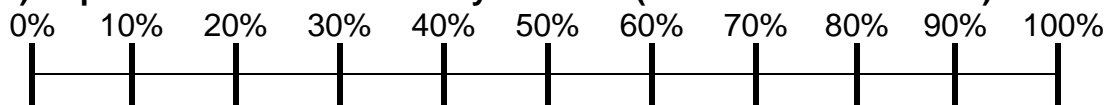
Type of work tasks conducted by employees

6. This is intended to show how much of your workforce is involved in various types of task. On the scales below, please circle the approximate percentage of the workforce that is engaged in each of the tasks as part of their work.

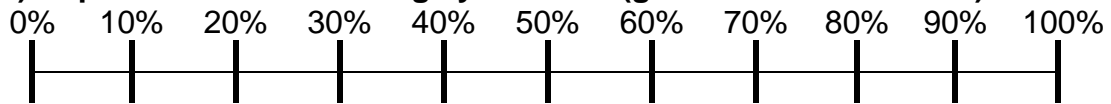
a) Manual handling



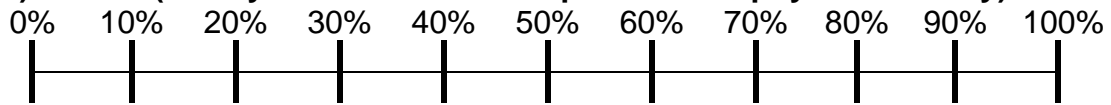
b) Repetitive tasks with short cycle times (1 second to 2 minutes)



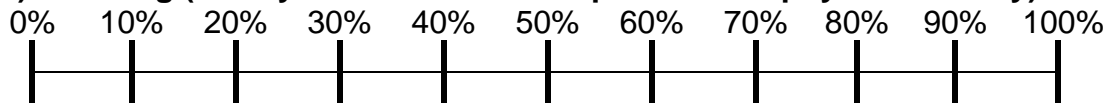
c) Repetitive tasks with long cycle times (greater than 2 minutes)



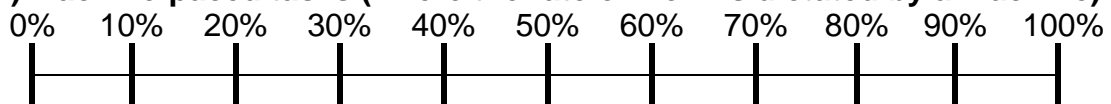
d) Seated (mainly tasks that don't require a lot of physical activity)



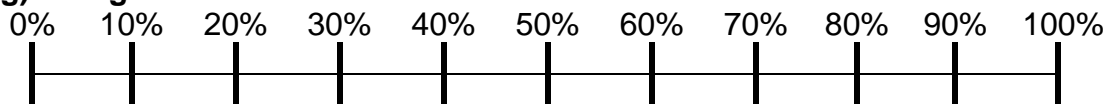
e) Standing (mainly tasks that don't require a lot of physical activity)



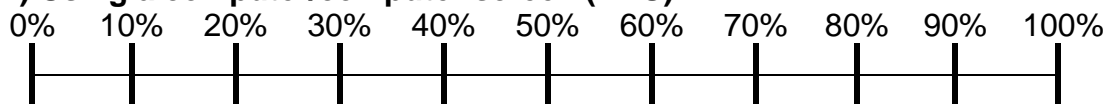
f) Machine-paced tasks (where the rate of work is dictated by a machine)



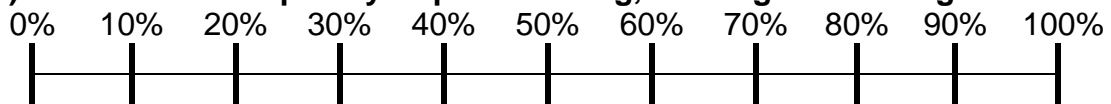
g) Using hand-held tools



h) Using a computer/computer screen (VDU)



i) Tasks which frequently require bending, twisting or reaching



About you

7. What is your job title?: _____

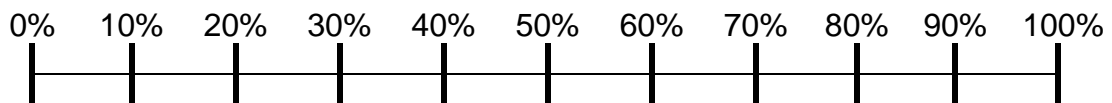
8. How long have you been working in this position?

Less than 1 year	<input type="checkbox"/> ₁
1 to 3 years	<input type="checkbox"/> ₂
4 to 7 years	<input type="checkbox"/> ₃
8 to 12 years	<input type="checkbox"/> ₄
13 years +	<input type="checkbox"/> ₅

9. Have you previously worked in a position with a Health and Safety role?

Yes	<input type="checkbox"/> ₁
No	<input type="checkbox"/> ₂

10. On average, what percentage of your work time is spent conducting Health and Safety responsibilities (please circle)?



11. Have you received specific training in Risk Assessment?

Yes	<input type="checkbox"/> ₁	
No	<input type="checkbox"/> ₂	If No, go to Question 16

12. How long ago did you receive this training?

--

13. What form did this training take?

Workplace "toolbox talk" of no more than 1 hour	<input type="checkbox"/> ₁
'Teach yourself' booklet	<input type="checkbox"/> ₂
Computer-based interactive course	<input type="checkbox"/> ₃
One/two day face-to-face training	<input type="checkbox"/> ₄
Other, please state:	
5	

14. If the training was organised, who delivered the training you received?

Your organisation	<input type="checkbox"/> ₁
A consultant (training held in your workplace)	<input type="checkbox"/> ₂
A consultant (training held in another location)	<input type="checkbox"/> ₃
A training company	<input type="checkbox"/> ₄

15. Did this specifically cover risks for musculoskeletal problems?

Musculoskeletal problems refer to problems affecting workers' muscles, tendons, ligaments of either the neck, shoulders, back, arms, wrist, hands or legs also known as MSD, upper limb disorders (ULD), work-related upper limb disorders (WRULD) or repetitive strain injury (RSI).

Yes	<input type="checkbox"/> ₁
No	<input type="checkbox"/> ₂

Health and safety staff

16. How many health and safety officers are responsible for your site?

17. How many health and safety representatives are permanently located on your site?

18. Is there an external contractor (i.e. Health and Safety consultant / advisor/ Ergonomist) involved in the management of health and safety on site?

Yes	<input type="checkbox"/> ₁	
No	<input type="checkbox"/> ₂	If No, go to Question 19

If 'YES', what role do they play in the management of Health and Safety on your site?

Musculoskeletal problems

19. To what extent do you agree with the following statement:
 “Reducing the number of musculoskeletal risks is a priority for this company”



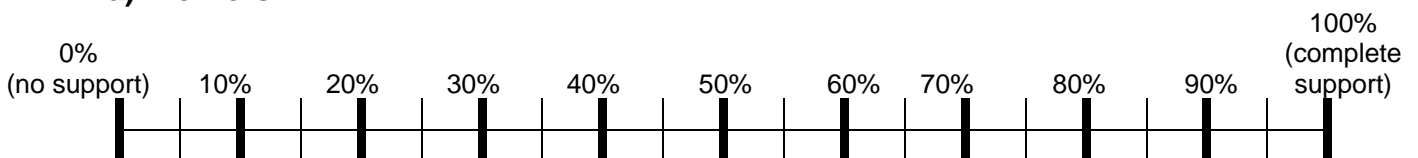
20. Do you have a clear idea of what you are going to do to reduce the risk of musculoskeletal problems in this company?

Yes	<input type="checkbox"/> ₁
No	<input type="checkbox"/> ₂

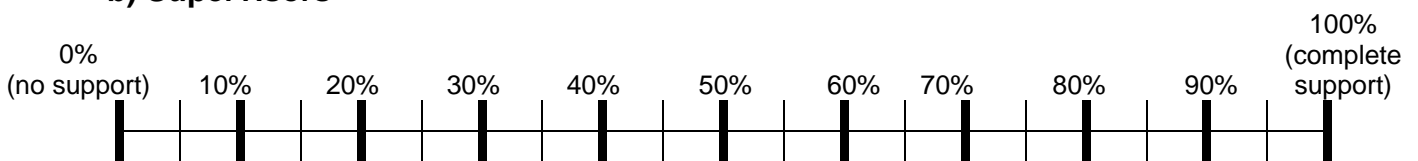
If ‘YES’, where did you get the information to enable you to formulate an action plan?

21. Please indicate on the scales below how supported you feel by the following personnel in tackling musculoskeletal problems in your company

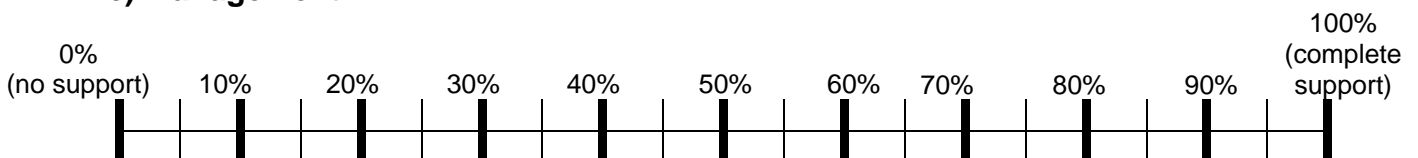
a) Workers



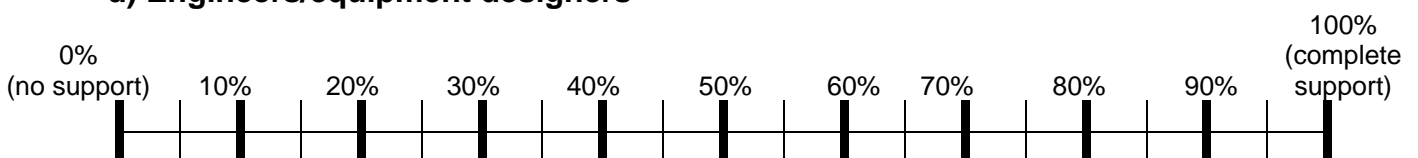
b) Supervisors



c) Management



d) Engineers/equipment designers



Risk assessment for musculoskeletal problems

22. Have risk assessments for musculoskeletal problems been conducted for any work tasks?

Yes – all	<input type="checkbox"/> ₁	
Yes – some	<input type="checkbox"/> ₂	
No	<input type="checkbox"/> ₃	If No, Go to Question 40

23. Do the risk assessments include completing a checklist to identify the risk factors?

Yes – all	<input type="checkbox"/> ₁
Yes – some	<input type="checkbox"/> ₂
No	<input type="checkbox"/> ₃

24. Who conducts the risk assessments for musculoskeletal risks? (tick more than one if required and their level of training)

	For each person who conducts risk assessment please tick if they have had.....		
	Training in general Health and Safety	Training in risk assessment	No training
You	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
Health and Safety Officer	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
Health and Safety representative	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
External consultant	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
Supervisor	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
Manager	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
Workers	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃
No one	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃

25. Have the people who conduct the risk assessment received specific training in completing the musculoskeletal risk assessment that is used by your company?

Yes – All	<input type="checkbox"/> ₁
Yes – some	<input type="checkbox"/> ₂
No	<input type="checkbox"/> ₃

26. Overall how satisfied are you with the training people have received to complete your company's risk assessment for musculoskeletal risks? (please circle)

Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Very dissatisfied	Not applicable

27. Are supervisors involved in the risk assessment of musculoskeletal problems?

Yes	<input type="checkbox"/> ₁
No	<input type="checkbox"/> ₂
Not applicable	<input type="checkbox"/> ₃

If 'YES', please describe how they are involved

28. Are workers involved in the risk assessment of musculoskeletal problems?

Yes	<input type="checkbox"/> ₁
No	<input type="checkbox"/> ₂

If 'YES', please describe how they are involved

29. Do supervisors in your company receive training in risk assessment for musculoskeletal risks?

Yes	<input type="checkbox"/> ₁
No	<input type="checkbox"/> ₂
Not applicable	<input type="checkbox"/> ₃

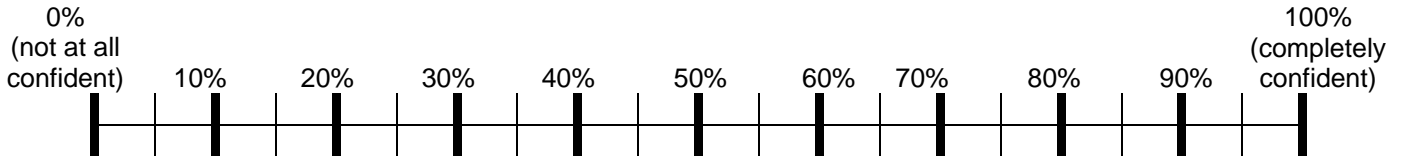
30. Were any of the following resources used to assess the musculoskeletal risks? (please tick more than one if necessary)

Resource	Tick ✓
Checklist - developed in house	<input type="checkbox"/> ₁
Checklist - provided by external consultant / advisor	<input type="checkbox"/> ₂
HSE's 'Five Steps to risk assessment' Leaflet	<input type="checkbox"/> ₃
HSE's Health and Safety (Display Screen Equipment) Regulations 1992	<input type="checkbox"/> ₄
HSE Manual Handling Operations Regulations 1992	<input type="checkbox"/> ₅
HSE HSG 60 – Work related upper limb disorders: a guide to prevention.	<input type="checkbox"/> ₆
HSE Manual Handling Assessment Charts (MAC)	<input type="checkbox"/> ₇
NIOSH lifting equation	<input type="checkbox"/> ₈
Rapid upper limb assessment (RULA)	<input type="checkbox"/> ₉
Quick exposure check (QEC)	<input type="checkbox"/> ₁₀
Other (please describe):.....	<input type="checkbox"/> ₁₁
Don't know	<input type="checkbox"/> ₁₂

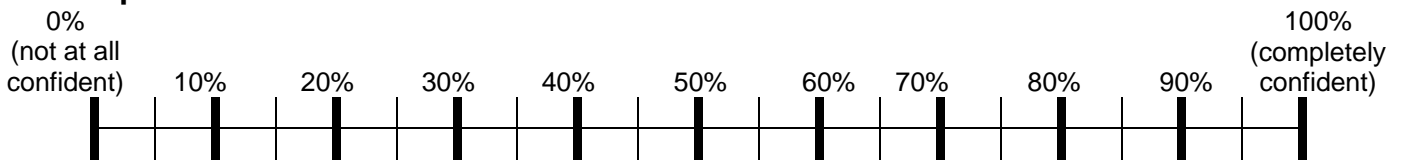
31. Who decides which method is used to assess musculoskeletal risks? (please tick more than one if necessary)

Decision maker	Tick ✓
You	<input type="checkbox"/> ₁
Health and Safety Officer	<input type="checkbox"/> ₂
Health and Safety representative	<input type="checkbox"/> ₃
Boardroom level	<input type="checkbox"/> ₄
External consultant	<input type="checkbox"/> ₅
Supervisor	<input type="checkbox"/> ₆
Manager	<input type="checkbox"/> ₇
Workers	<input type="checkbox"/> ₈
Other (please specify).....	<input type="checkbox"/> ₉

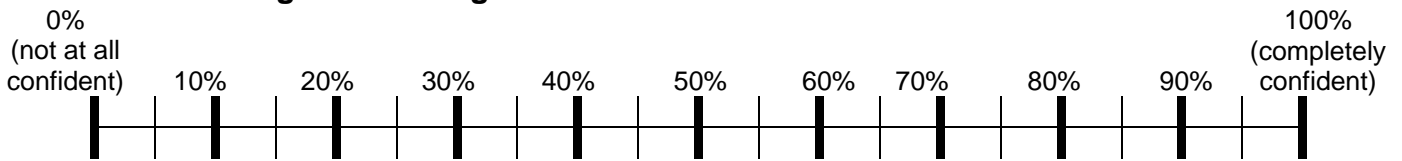
32. How confident do you feel that the risk assessment used to assess musculoskeletal risk factors in your company is capturing all the risks? (please circle)



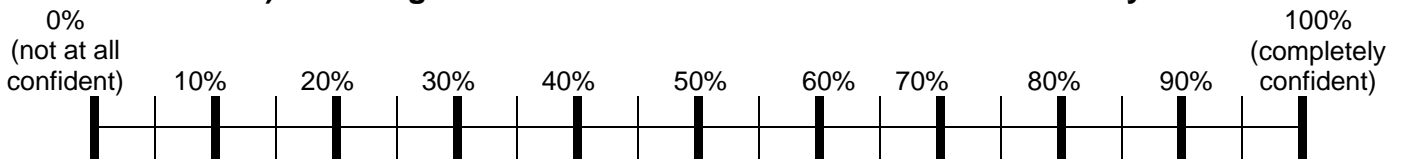
33. How confident do you feel that the risk assessment to assess musculoskeletal risk factors in your company is in prioritising areas for improvement/action?



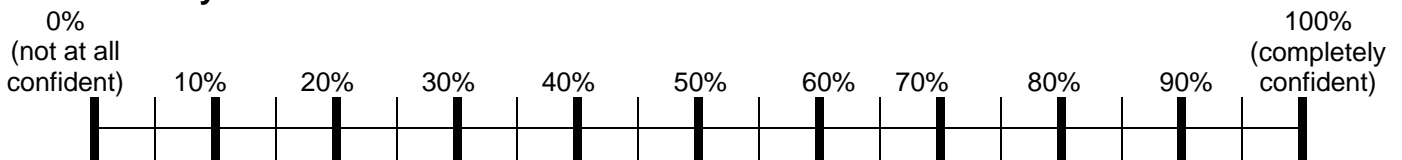
34. How confident do you feel that the risk assessment used to assess musculoskeletal risk factors in your company is accurate in differentiating between high / medium and low risk tasks?



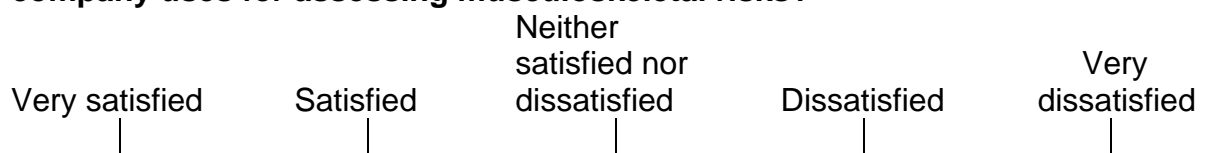
35. How confident do you feel that you (or whoever conducts the risk assessment) are using the musculoskeletal risk assessment correctly?



36. How confident do you feel that you (or whoever conducts the risk assessment) have sufficient time to conduct the risk assessment correctly?



37. Overall how satisfied are you with the current risk assessment your company uses for assessing musculoskeletal risks?



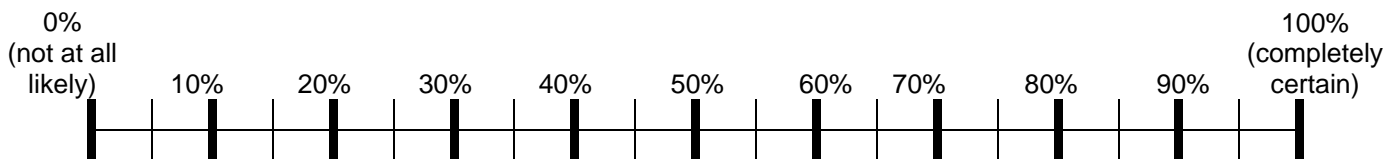
38. What do you like most about the risk assessment that your company uses to assess musculoskeletal risk factors?

39. What do you dislike most about the risk assessment that your company uses to assess musculoskeletal risk factors?

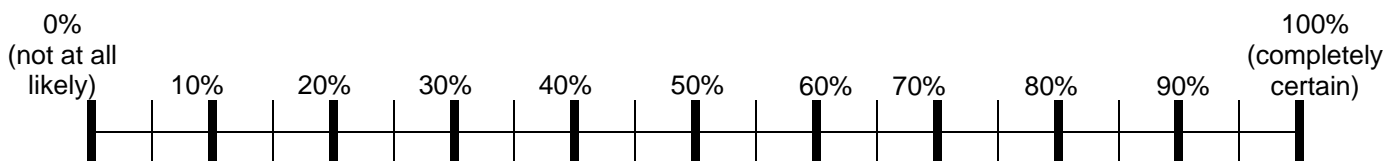
40. Do you feel that you need additional training in order to undertake musculoskeletal risk assessments effectively?

Yes	<input type="checkbox"/> ₁
No	<input type="checkbox"/> ₂

41. When musculoskeletal risks have been identified, how likely is it that changes to reduce the risk will be identified?



42. When musculoskeletal risks have been identified, how likely is it that changes to reduce the risk will be implemented?



43. What are the main obstacles to making changes?

Further information and participation

Your name:.....

Your phone number:.....

Your email address:.....

Your company's name:.....

Your company's address:.....

.....

.....

.....

Thank you for your contribution to this valuable project. The next stage will be to select organisations to take part in testing different risk assessment models. Selected organisations will receive **free risk assessment training** as part of this process and in recognition of their support.

We will include your organisation in this selection process unless you tick this box to indicate that you do not want to contribute further.

**Please return the completed questionnaire
as soon as possible and no later than 15th October 2007.**

Return to:

Clare Lawton
Ergonomics and Safety Research Institute (ESRI)
Holywell Building, Holywell Way
Loughborough, LE11 3UZ

THANK YOU

Any further questions please contact:

Clare Lawton Tel: 01509 226909 email: c.lawton@lboro.ac.uk