

# PWI SURVEY

## Preventing Workplace Injury: Getting Started Survey

### Introduction

The Preventing Workplace Injury: Getting Started Survey is a series of questions to get you thinking about safety in your workplace. It can be completed by every employee in a workplace or in a single department and is a handy tool for employers and managers to measure what their employees understand and feel about workplace safety. Managers can also use it to measure the level of implementation of safety systems that are already in place. This is an anonymous survey, respondents are not to include their names.

When completing the survey mark the box that most closely describes your role in the workplace. Please answer all the questions.

“Suggested Resources” to support your workplace health and safety activities are included at the end of the survey.

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### Participant Key

Please note that ALL persons receiving pay on a regular basis for work within a workplace are considered to be employees.

Please check the box that best describes your role in the workplace.

**Employee**

This group refers to employees who do not have any permanent supervisory duties or authority over other employees at the jobsite. Titles may be: worker, staff, front-line employee, crew member, operator, assistant, clerk, support staff, customer service rep, journeyman, labourer, team member, associate, etc.

**Supervisor**

This group refers to employees with supervisory responsibility and authority over specific groups within specific departments, divisions, or shifts of a workplace; and who directly supervise employees on a regular basis. Titles may be: supervisor, department manager, foreman, lead-hand, crew chief, shift supervisor, area supervisor, team leader, project supervisor or manager, coordinator, etc.

**Management**

This group refers to the management groups within a workplace that have authority over supervisors and departments, and who are responsible and accountable for managing the operations and personnel of the organization. Titles may be: owner, employer, chief executive or operating officer, president, vice-president, executive director, divisional head, director, department head, general manager, administrator, etc.

**Other**

“Other” is if you do not fit any of the above descriptions or are not a regular employee of the workplace, (ie. chairperson, board member, student intern, volunteer, contract worker, cooperative work placement, work placement through an external agency, etc.).

**Please answer all of the following questions.**

### **Step 1. Create a Health and Safety Policy**

A company safety policy is a written document that shows an employer's commitment to a safe workplace. A policy is mandatory when there are 5 or more employees.

- 1.1 Is there a written health and safety policy in your workplace?  
Yes  No  Not Sure
- 1.2 Does the employer clearly communicate the health and safety policy to employees?  
Yes  No  Not Sure
- 1.3 Does the employer put the company health and safety policy into action?  
Yes  No  Not Sure
- 1.4 Does the employer have safety rules in place?  
Yes  No  Not Sure

Comments:

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### **Step 2. Know Your Responsibilities**

Employers are legally required to maintain a safe work environment. Employees also share a responsibility to act safely in the workplace.

- 2.1 Are your health and safety responsibilities reviewed with you by your manager or employer?  
Yes  No  Not Sure
- 2.2 Do you take steps to make your workplace as safe as possible?  
Yes  No  Not Sure
- 2.3 Do you feel that managers are held accountable for employee health and safety?  
Yes  No  Not Sure
- 2.4 Would you tell your manager or employer if you saw something unsafe in your workplace?  
Yes  No  Not Sure
- 2.5 Do you feel that employee safety is a high priority with management?  
Yes  No  Not Sure

Comments:

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### **Step 3. Establish a Health and Safety Program**

A program describes the health and safety work that is done and measured in the workplace. Employers with more than 20 employees are required by law to have a health and safety program in place.

- 3.1 Is there a written health and safety program in your workplace?  
Yes  No  Not Sure
- 3.2 Has the company's health and safety program been reviewed with you?  
Yes  No  Not Sure
- 3.3 Do you feel that the employer has a clear plan for preventing workplace injury and illness?  
Yes  No  Not Sure
- 3.4 Do you feel that other employees work as safely as possible?  
Yes  No  Not Sure

- 3.5 Do you feel that other employees understand the company's health and safety rules?  
Yes  No  Not Sure

Comments:

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#### **Step 4. Create a Joint Occupational Health and Safety Committee or Select a Representative**

A Joint Occupational Health and Safety Committee (JOHSC) is a group of employees and managers working together to create a safer workplace. A JOHSC is required by law if 20 or more people are employed in a workplace. A safety representative is required if 5 or more are employed in the workplace.

- 4.1 Does your workplace have either a health and safety committee or a safety representative?  
Yes  No  Not Sure
- 4.2 Are the names of your health and safety committee members or safety representative posted?  
Yes  No  Not Sure
- 4.3 Do you feel workplace health and safety concerns are addressed promptly by the committee or representative?  
Yes  No  Not Sure
- 4.4 Are the minutes of health and safety meetings easily available to all employees?  
Yes  No  Not Sure

Comments:

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#### **Step 5. Control Hazards**

Controlling hazards means reducing the possibility of workplace injury or incident by identifying, reporting and then taking immediate steps to control the unsafe situation or hazard.

- 5.1 Do you feel free to report workplace hazards?  
Yes  No  Not Sure
- 5.2 Does your manager promptly respond when you report a workplace hazard to him/her?  
Yes  No  Not Sure
- 5.3 Are health and safety inspections done regularly at your workplace?  
Yes  No  Not Sure
- 5.4 Does the employer make sure that employees are told about hazards identified in the workplace?  
Yes  No  Not Sure

Comments:

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## Step 6. Learn From Experience

Investigating why an injury or incident occurred means finding the root causes. Understanding root causes and taking steps to control them is a means to prevent those injuries and incidents from happening again.

- 6.1 If an employee is hurt or something unsafe happens in your workplace, does a manager start an investigation right away?  
Yes  No  Not Sure
- 6.2 Are the results of investigations shared with employees?  
Yes  No  Not Sure
- 6.3 Are measures put into place to prevent that injury or incident from happening again?  
Yes  No  Not Sure
- 6.4 Do you feel that the employer will make sure that those measures work?  
Yes  No  Not Sure

Comments:

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## Step 7. Leadership and Training

Management demonstrates commitment and shows leadership in health and safety by participating in workplace safety activities and ensuring that employees have the safety information, orientation, and education that they need to work safely.

- 7.1 Do you see your employer or manager involved in workplace health and safety activities?  
Yes  No  Not Sure
- 7.2 Does your manager make sure you do your job safely even when work is very busy?  
Yes  No  Not Sure
- 7.3 Do you have regular conversations about safety with your manager or supervisor?  
Yes  No  Not Sure
- 7.4 Are regular reviews of safety training done with you and your co-workers?  
Yes  No  Not Sure
- 7.5 Do you feel your manager understands your workplace safety needs?  
Yes  No  Not Sure

Comments:

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## Step 8. Establish a Return-to-Work Program

Preventing injuries is the best outcome for everyone in the workplace. However if an injury does occur helping an injured worker return to work as soon as safely possible is in everyone's best interest. A return-to-work program looks at the abilities of the injured worker and how best to get him or her back to the workplace in a safe and timely manner.

- 8.1 Does your workplace have a return-to-work program?  
Yes  No  Not Sure
- 8.2 Do you feel you understand your company's return-to-work process?  
Yes  No  Not Sure
- 8.3 If an employee is injured, is meaningful work found for them while they are recovering?  
Yes  No  Not Sure

Comments:

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