

Treatment Group, Initial Call

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Hello, my name is YY and I am calling to invite your company to participate in a research study to help develop health and safety material for the wood pallet industry.

We are the National Institute for Occupational Safety and Health or NIOSH, which is part of the Centers for Disease Control and Prevention. NIOSH is not OSHA. The Institute primarily conducts research, is not regulatory and cannot fine you--we are located in the Department of Health and Human Services and not the Department of Labor. We are in partnership with the National Wood Pallet and Container Association to develop educational materials to help improve safety and health in the pallet manufacturing businesses.

Screening question:

Are you the person in charge of making safety and health changes at your business?

____yes ____ no

If yes, are you the: Owner

Safety and health manager

Other (what) _____

If no, then can you please tell me who that person is?

Name: _____

Phone Number: _____

Get in touch with that person and start again.

Public reporting burden of this collection of information is estimated to average 3-12 minutes per response. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: OMB# (0920-XXXX).

I would like to ask just a few questions now about occupational safety and health at your business, and then I would like to send you a free copy of our NIOSH educational/informational manual and 13 posters, which you can keep. Your participation is voluntary and your responses will be protected by the Federal Privacy Act and data will be treated in a secure manner unless otherwise compelled by law. There are no consequences to not participating in this study. In about 5 months I will call you back to see what you thought of the materials. Besides getting a free copy of NIOSH educational materials and helping us to develop a program to reduce injuries in the wood pallet industry, there are no benefits from participating in this study. We will only be asking questions about safety and health and not personal questions but a risk of your participation might involve the accidental disclosure of your responses to people who are not members of our research team. These risks will be minimized by the replacement of your name with a numeric code accessible only to NIOSH employees or its contractors.

What is your name? _____ Study ID # (interviewer will fill in) _____

Respondent agrees to participate, Yes/No, if no, why? _____

I need to say that this is an OMB approved data collection and the OMB number for this project is 0920-XXXX. NIOSH operates under authority of part 20(a)(1) of the Occupational Safety and Health Act (29.U.S.C. 669), which allows us to conduct research. Feel free to contact the project officer, Robert Malkin, at 513-533-8375 if you have any questions about the study.

I'll ask you a few safety and health questions now. *[If now is a bad time, but they want to participate, arrange a call back time that is good for them.]*

1. How long have you been working in the pallet manufacturing or recycling industry?

2. Does your business a) make new pallets only _____

b) recycle pallets _____

c) both _____

3. *Ask this question only if they say they recycle pallets or both:*

What percent of your company's time is spent recycling pallets?

_____ %

4. What else does your business do? _____

5. How many people work at your business in the pallet shop? _____

6. How many of your workers speak some language other than English as their language?

If some workers speak other languages than English, ask

What primary language do these workers speak? _____

7. Do you pay your employees hourly or by the piece? _____

8. What business organizations are you a member of, such as the National Wood Pallet and Container Association or Chamber of Commerce? _____

9. On a scale of 1 to 4, please tell me how valuable it is for a small business owner to have a safety and health program with 1 being the least valuable and 4 being the most valuable. _____

10. Do you have a safety and health program at your business now that consists of a written program that discusses prevention and control of hazards, scheduled safety meetings with the employees, and contains safety and health instructions for employees?

Yes ___ No ___

If yes, ask

10A. How often does the safety and health program meet?

Suggestions for interviewer

- a. Daily quick talks _____ # of minutes
- b. Weekly toolbox talks _____ # of minutes
- c. Monthly meetings _____ # of minutes
- d. Once a year meetings
- e. Other (please specify) _____

If yes, ask

10B. Who conducts the safety and health program with the employees? _____

(suggestions for interviewer)

- a. Owner or manager of the company
- b. Safety and health professional I hire
- c. Senior worker
- d. My insurer or workers' compensation rep
- e. Equipment or manufacturer's rep
- f. Other; Who? _____

If no then ask:

10C. Do you have meetings for your employees just to discuss health and safety issues but do not have a written Safety & Health program? Yes ___
No _____

11. Where do you get most of your safety and health information? _____

(Suggestions for interviewers)

- a. tool and material suppliers
- b. insurance companies or workers' compensation rep
- c. safety materials such as videotapes

- d. I received it from friends or colleagues
- e. I learned about it at conventions or workshops
- f. I created it myself
- g. other. Please describe _____

12. Do you have a safety and health program for new employees? Yes ___ No ___

If yes, what do you have? (Suggestions for interviewer)

- a. nothing
- b. I have someone show them how things work
- c. a special program for new employees, if so
Find out what it entails-is it run by the owner, another employee, contractor. Does it have a written curriculum?) Is it the same program as for other employees-find out what that is.
- d. I teach them myself personally

13. Has your company had any on-the-job-injuries in the last year?

Yes ___ No ___

If yes:

- a. How many?
- b. What was the nature of the injury?

14. Which of the following statements best describes your feelings today regarding starting a safety and health program?

- a. I haven't thought about it at all
- b. I am thinking about starting a new safety and health program in the next 6 months.
- c. I am preparing to put a new safety and health program into place in the next 30 days.
- d. I have already started a new safety and health program within the past 6 months.
- e. My safety and health program is fine and I do not feel the need to change.

*Interviewer-- if the respondent **answered positively to either statements b, c or d**, then ask one of the following questions:*

If yes to statement b, then ask:

What prompted you to think about a new safety and health program?

If yes to statement c, then ask:

Why are you intending to put a new program in place?

Please briefly describe what your new program may include.

If yes to statement d, then ask:

Briefly describe what you've started.

What prompted you to make those changes?

15. What types of safety equipment are your employees required to use and where are they required to use them? _____

Suggestions for interviewer

- a. hearing protection devices (earplugs) when using nail guns*
- b. hearing protection devices when using saws or other noisy tools*
- c. safety lenses*

16. Do you have a hearing conservation program at your business? Yes___ No ___

If yes, ask:

a. Do you monitor noise levels at your business? Yes___ No ___

b. Do you test the hearing of your employees? Yes___ No ___

17. Approximately what percent of the saws at your company are equipped with local exhaust ventilation? _____%

For interviewer, local exhaust ventilation is an exhaust pipe located next to the saw blade to remove the sawdust.

18. Have you changed anything to control carbon monoxide emissions in the past year?

Yes___ No ___

19. If yes, what have you done? _____

Suggestions for interviewer:

a. bought an electric forklift

b. improved ventilation

c. limited the idling time of forklifts

d. installed catalytic converters

e. other; what? _____

Finally, I'd like your opinion about these statements. Please say whether you

- 1 = disagree a lot**
- 2 = disagree a little**
- 3 = agree a little**
- 4 = agree a lot**

1. A safety and health program will decrease injury in my business.	<input type="checkbox"/>
2. A safety and health program will cost too much money.	<input type="checkbox"/>
3. A safety and health program will lower my workers' compensation costs.	<input type="checkbox"/>
4. Good safety practices will increase productivity at my business.	<input type="checkbox"/>
5. The cost of production will decrease as a result of safety education.	<input type="checkbox"/>
6. Safety and health education will make my employees more aware of properly using saws and forklifts.	<input type="checkbox"/>
7. Safety and health knowledge will improve relations with my employees.	<input type="checkbox"/>
8. Safety and health education will result in more workers' compensation claims.	<input type="checkbox"/>
9. Safety and health education will make employees more dissatisfied with their job.	<input type="checkbox"/>

Is there anything else that I haven't asked that you might like to share with me?

Thank you for your time. You will receive the NIOSH educational/informational manual and the flip-chart of posters in the mail shortly. NIOSH will contact you in about 5 months to ask what you thought of the materials and whether they were of any use in your business.