

Attachment E
Interview Probes

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Demographics

Organizational

- Industry:
- Number of employees:
- Number of family members employed:
- Years in business:
- Major occupations:
- Annual sales:
- Have you ever been cited by OSHA?
- Who manages safety?
- Who manages wellness?
- What employee benefits are offered?
- What memberships does the organization maintain?
e.g., Trade associations, community organizations

Personal

- Position
- Are you an owner? If so, what percentage?
- How many years in this position?
- Gender observed
- Age
- Education
- What occupational safety and health training have you received?
- What wellness training have you received?
- Please rate your overall health:
excellent, very good, good, fair, or poor

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Behavior

The purpose of this section is to find out about the types of safety and health-related activities participants currently utilize, and any that they may be considering.

Does this organization have what you would consider a workplace safety program? (if no, go to activities)

If yes, is there anything in writing about this program?

If yes, would you be willing to share any of that?

Tell me about the elements of your workplace safety program.

What elements of a workplace safety program has this organization had at any time over the last two years?

- Management commitment and employee involvement
- Worksite analysis
- Hazard prevention and control
- Training for employees, supervisors and managers
- Evaluation

For each of these elements you've selected, can you tell me what specifically your organization has done?

Which of the following workplace safety activities has your organization done at any time over the last two years?

- | | |
|---|---|
| <input type="radio"/> Employer posting | <input type="radio"/> Periodic workplace inspection |
| <input type="radio"/> Recordkeeping | <input type="radio"/> Emergency preparedness |
| <input type="radio"/> Medical services and first aid | <input type="radio"/> Fall prevention |
| <input type="radio"/> Fire protection | <input type="radio"/> Machine guarding |
| <input type="radio"/> PPE and clothing | <input type="radio"/> Vehicles |
| <input type="radio"/> Hazardous substance exposure prevention | <input type="radio"/> Forklifts/heavy equipment |
| <input type="checkbox"/> Respirator use | <input type="radio"/> Hazard communication |
| <input type="checkbox"/> Environmental sampling | <input type="radio"/> Ergonomics |
| <input type="radio"/> Air quality monitoring | <input type="radio"/> Violence prevention |

For each of these activities you've selected, can you tell me what specifically your organization has done?

Does this organization have what you would consider a workplace wellness program? (if no, go to activities)

If yes, is there anything in writing about this program?

If yes, would you be willing to share any of that?

Tell me about the elements of your workplace wellness program.

What elements of a workplace wellness program has this organization had at any time over the last two years?

- Health education, which focuses on skill development and lifestyle behavior change along with information dissemination and awareness building, preferably tailored to employees' interests and needs.
- Supportive social and physical environments. These include an organization's expectations regarding healthy behaviors, and implementation of policies that promote health and reduce risk of disease.
- Integration of the worksite program into your organization's structure.
- Linkage to related programs like Employee Assistance Programs (EAPs) and programs to help employees balance work and family.
- Worksite screening programs, ideally linked to medical care to ensure follow-up and appropriate treatment as necessary.

Which of the following workplace wellness activities has this organization done over the last two years?

- | | |
|--|---|
| <input type="radio"/> Biometric screenings | <input type="radio"/> Nutritional counseling |
| <input type="radio"/> Health Risk Appraisals | <input type="radio"/> Physical fitness activities |
| <input type="radio"/> Educational seminars on improving health | <input type="radio"/> Smoking cessation |
| <input type="radio"/> Group Health counseling/coaching | <input type="radio"/> Stress management |
| <input type="radio"/> Health risk appraisals | <input type="radio"/> Weight loss management |
| <input type="radio"/> Individual health counseling/coaching | <input type="radio"/> Disease management |
| | <input type="radio"/> Recreational safety |
| | <input type="radio"/> Dental care |

For each of these activities you've selected, can you tell me what specifically your organization has done?

Behavioral Intentions

For each of the activities we've just covered, are there any activities you are currently doing that you plan to drop?

Are there any activities that you've done previously that you plan to not do again?
If yes, why?

Are there any that you tried previously that you will bring back?

Are there any that you will try for the first time?
If yes, why?

Outcomes

The purpose of this section is to get participants thinking and talking about positive opportunities, outcomes and benefits; and challenges and barriers for safety and health at their worksite.

For the programs and activities we've discussed, what are your impressions of the benefits to the business?

What are your impressions of the benefits to employees?

Which of the following specific benefits has your business experienced:

Reductions in:

- | | |
|--|--|
| <input type="radio"/> Absenteeism | <input type="radio"/> Property damage |
| <input type="radio"/> Presenteesim | <input type="radio"/> Employee replacement |
| <input type="radio"/> Chronic illness/disability | <input type="radio"/> Return to work activities |
| <input type="radio"/> Workers' compensation claims | <input type="radio"/> Training costs |
| <input type="radio"/> Injuries | <input type="radio"/> Health insurance premiums |
| <input type="radio"/> Illnesses | <input type="radio"/> Liability insurance premiums |
| <input type="radio"/> Employer stress | <input type="radio"/> Regulatory compliance burden |

Increases in:

- o Productivity
- o Quality
- o Efficiency
- o Reputation as a good employer
- o Ability to recruit quality employees
- o Employee morale
- o Employee health
- o Positive work environment
- o Profits
- o Access to customers
- o Community reputation
- o Employer health
- o Regulatory compliance

For each of the benefits we've discussed, which activities resulted in which benefits?

For each of the benefits that we've discussed, what evidence do you have to support your impressions?

Barriers

What are the challenges your organization has faced over the past two years regarding your workplace safety and wellness program activities?

Which of the following specific challenges has your organization faced over the past two years regarding your workplace safety and wellness program activities?

- o Concerns about confidentiality of health data
- o Concerns about legal issues
- o High employee turnover
- o Lack of awareness regarding wellness program benefits
- o Lack of financial resources
- o Lack of human resources
- o Lack of upper management support
- o Low employee interest
- o Low employee participation
- o Low to no return-on-investment (ROI)
- o Remote work locations
- o Unreasonable regulation
- o Lack of time
- o Lack of safety vendors in the community
- o Lack of wellness vendors in the community
- o Lack of competent assistance
- o Lack of knowledge
- o Lack of motivation
- o Lack of need

Which of the challenges you've identified relate to particular workplace safety or wellness activities we've discussed? For example: the cost of a smoking cessation program.

Combining Wellness with Workplace Safety

Some people have suggested that workplace safety and workplace wellness activities can be managed best if they are combined. For example, some employers have combined smoking cessation with their respirator program.

What would be some workplace safety-related benefits to your organization of including workplace wellness activities with workplace safety activities?

Total Worker Health for Small Business

In what ways might a safer workplace result in a worker who would take better care of his/her health and his/her family's health?

Have you seen any of these benefits?

What makes you think it was helpful?

What would make it difficult to include workplace wellness with workplace safety?

For example, how consistent is it with existing practices?

How difficult would it be to experiment with it?

How difficult to understand is the idea of it?

How expensive would it be?

How effective would it be at increasing the benefits to the organization we've discussed previously?

Vendors

What could vendors do to better position their products and services to help you take advantage of this idea?

Would you have a preference for receiving wellness assistance from a safety professional or safety assistance from a wellness professional?

Preferred Services

In your operation, what combinations of workplace safety and workplace wellness activities would make sense to you?