

Question:

23. Before new employees are hired or placed, are they required to take a medical examination? ₄

1 2 3 4 5

Intent

To determine the number of facilities that examine the status of a new employee's health when hired or placed in a new position.

Definitions

Medical examination means those tests, procedures, and observations of an employee's health status that are performed by, or under the supervision of, a physician. Physician is defined in Question #14.

Inclusions

Include all types of examinations. Examinations could range from a basic interview session with a physician to a comprehensive physical examination involving X-rays, blood, urine, other laboratory tests, etc.

Include examinations performed by an employee's private physician when the results of the examination are submitted to the facility's management.

Sight screening tests, color blindness tests, and/or audio screening tests are to be included when the results are reviewed or evaluated by a physician.

Exclusions

Do not include health examinations which are not performed by or under the supervision of a physician.

Procedures

When the response refers to employees in certain occupations (e.g., maintenance personnel) and also managers, use the code "5".

Compatibility With NOHS

Fully compatible with Question #23.

Question:

24. Do you record health information about a new employee on some regular form?⁴⁶

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Intent

To determine if the facility records health information about new employees and to determine for which types of new employees such information is recorded.

Definitions

Health information refers to any data regarding an employee's health. Regular form is any type of standardized documentation that is retained as part of the employee's file or as part of his medical history.

Inclusions

Include all written records of information, including responses to questions pertaining to employees' health as long as the recording process is consistent for the designated employee group.

Information that is obtained from pre-employment physicals or detailed medical histories should be included.

Include any kind of information that is retained concerning employee's health. For example, a recorded question which asks: "How is your health?" and to which the reply is "good, fair, or poor" should be included.

Include instances where any information about physical defects of a new employee is recorded.

Exclusions

Do not include situations where medical information is obtained from employees, but is not retained in the files as a permanent record. Exclude information on physiological tests when obtained for other than health purposes.

Compatibility With NOHS

Fully compatible with Question #22.

Question:

25. Do you require medical examinations of your employees who return to work after an illness?

1 2 3 4 5

Intent

To determine if the facility requires medical examinations to assess the level of fitness of an employee returning after sick leave, and to determine for which type(s) of employees such examinations are required.

Definitions

Medical examination is defined in question #23.

Inclusions

Include situations where company policy may not cover all employees. For example, if the facility requires special medical examinations only for employees in certain occupations, or for only certain categories of absences, a positive response should be recorded.

Include those situation where the examination is not performed at the facility but the employee submits a written statement that his personal physician considers the employee fit to return to work.

Exclusions

Do not include situations where the returning employee may voluntarily visit the facility's medical unit or his own physician. Required is the key word.

Compatibility With NOHS

Clarification of Question #24.

Question:

26. Do you require medical examinations of your employees when their employment is terminated? (Exit examination) ⁴⁸

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Intent

To determine if the facility requires exit medical examinations, and to determine for which type(s) of employees such examinations are required.

Definition

Exit Examination: A medical examination that is performed by or under the supervision of a physician when the employee's employment is terminated.

Inclusions

Include all examinations, partial or complete, performed by or under the supervision of a physician.

Exclusions

Do not include situations where the terminating employee may voluntarily visit the facility's medical unit or his own physician. Require is the key word.

Compatibility With NOHS

Clarification with Question #24.

Question:

27. How long are medical records and other health information records retained?

49 - 51 **Years** (If "forever" code "999")
 (If "unknown" code "UK")

Intent

To determine the facility's policy with respect to the retention of personnel health and medical records.

Exclusions

Exclude personnel record systems and timekeeping systems unless they make specific provision for the inclusion of medical and health-related records.

Compatibility With NOHS

New question.

Question:

28. Do you employ full-time individuals at this facility whose major responsibilities are in the area of prevention of occupational injuries or illnesses?⁵²

- 1 Yes, injury prevention**
- 2 Yes, illness prevention**
- 3 Yes, both injuries and illnesses**
- 4 No (Skip to Question 30).**

Intent

To determine if the facility employs individuals whose primary responsibilities are to prevent injuries and illnesses.

Definition

Injury Prevention: That art which is devoted to the recognition, evaluation, and control of occupational safety hazards. Injury prevention activities include, but are not limited to: Periodic inspection of the facility for fire hazards and adequacy of fire protection; the inspection of machinery for safety guards over moving parts, wheels, pulleys, etc.; planning and developing safety programs; conducting safety and first-aid classes for employees; and evaluating the facility for compliance with OSHA regulations.

Inclusions

Include in the "injury prevention" category, all personnel with job titles such as Safety Man, Safety Inspector, Safety Supervisor, Industrial Engineer, Safety Director, or Safety Professional or Safety Engineer if the individual is responsible for performing safety-related duties for more than 50% of the time.

Exclusions

Exclude all federal, state, and local government officials; they are not full-time employees of the facility. Exclude all visiting corporate headquarters personnel, even in those situations where such personnel have been "detailed" or "assigned" to work at the facility for long periods of time.

Definition

Illness Prevention: That art which is devoted to the recognition, evaluation, and control of occupational health hazards. Illness prevention activities include, but are not limited to: Recognition of environmental conditions and stresses associated with work and work operations, the evaluation of, on the basis of training and experience and with the aid of quantitative measurements, the magnitude of these stresses in terms of potential impairment of the employee's health and well-being; prescribing methods to control, eliminate, or reduce such stresses, collecting samples of dusts, gases, and other potentially toxic materials for analyses; evaluating the adequacy of ventilation in the work areas; and developing educational programs for employees.

Inclusions

Include in the "illness prevention" category, all persons with job titles such as Industrial Hygienist, Industrial Health Engineer, Environmental Health Engineer, Health Specialist, etc. if that person is responsible for performing health related duties more than 50% of the time.

Exclusions

Exclude all personnel involved in the direct delivery of medical care. Do not include doctors, nurses, or paramedics who spend less than 50% of their time in the illness prevention activities described above. Exclude all federal, state, and local government officials; they are not full-time employees of the facility. Exclude all visiting corporate headquarters personnel, even in those situations where such personnel have been "detailed" or "assigned" to work at the facility for long periods of time.

Procedure

The thrust of this question is to determine if such personnel are employed at the facility. If none are employed, circle "no" (code response "4") and skip to Question #30. If the answer is "yes," determine in which category ("safety" or "health") the company employs individuals. If unable to classify, or if the facility employs people in both categories, circle "yes, both injuries and illnesses," (code response "3") and proceed to Question #29.

Compatibility With NOHS

Consolidates responses from Questions #10, #11, and #13.

Question:

29. How many full-time occupational health and safety specialists are employed at this facility?

$\overline{33}$ $\overline{34}$ Safety (injuries)
 $\overline{35}$ $\overline{36}$ Health (illnesses)

For each of those individuals, please write in the appropriate activity number from the activity clusters listed below:

CLUSTER NO.

- | | |
|--------------------------------|---|
| Individual #1 ₃₇ - | #1: Administers (directs, manages). Plans and develops programs. Advises top level management. |
| Individual #2 ₃₈ - | #2: Inspects work place to identify hazards. Investigates to determine the cause of injuries/illnesses. |
| Individual #3 ₃₉ - | #3: Analyzes plans or specs. to identify hazards, develops operating procedures to control hazards. |
| Individual #4 ₄₀ - | #4: Provides education and training. |
| Individual #5 ₄₁ - | #5: Performs and analyzes tests to monitor for the presence of dusts, gases, etc. |
| Individual #6 ₄₂ - | #6: Performs engineering design to control hazards. |
| Individual #7 ₄₃ - | |
| Individual #8 ₄₄ - | |
| Individual #9 ₄₅ - | |
| Individual #10 ₄₆ - | |
| Individual #11 ₄₇ - | |
| Individual #12 ₄₈ - | |

Intent

To determine the number of individuals involved in occupational safety and health at this facility, to categorize them in general terms, and to describe their major duties.

Definitions

For definitions of safety (injuries) and health (illnesses) professionals see Question #28.

Inclusions

Inclusions are the same as in Question #28.

Exclusions

Exclusions are the same as in Question #28.

Procedure

Categorize each individual according to the area (safety or health) which encompasses more than 50% of his/her time. Enter the total number of persons on the appropriate line. For each individual enter the cluster number which best describes the major portion of his or her duties.

Compatibility With NOHS

New question; asked only of those who respond affirmatively to Question #28.

Question:

30. Has your facility received industrial hygiene services on a consulting basis during the past 12 months?,,

- 1 Yes, from government sources**
- 2 Yes, from non-government sources**
- 3 No**

Intent

To determine if the facility has received industrial hygiene services or consultation from outside sources during the past 12 months.

Definitions

Industrial Hygiene: See Question #28.

Consulting Basis: Advice, consultation, or services obtained from persons not employed at the facility.

Inclusions

Include visits from federal, state, and local government authorities where the consultation was provided as a service and was not for reasons of compliance or enforcement of health standards. Include visits from corporate headquarters personnel if they conducted an industrial hygiene walk-through investigation or on-site inspection. Include consultation from specialists employed by insurance companies.

Exclusions

Exclude visits from federal, state, and local government agencies made for the purpose of compliance or enforcement. Exclude all inspections and visits not conducted on the behalf of facility or corporate management such as those conducted on the behalf of the unions.

Compatibility With NOHS

Rewording of Question #10 and #11. Compatibility maintained; government aid and assistance separated from corporate or private outside assistance.

Question:

31. Has your facility received occupational safety services on a consulting basis during the past 12 months? ⁷⁰

- 1 Yes, from government sources**
- 2 Yes, from non-government sources**
- 3 No**

Intent

To determine if the facility has received occupational safety services or consultation during the past 12 months.

Definition

Occupational Safety: See Question #28, Injury Prevention

Inclusions

Include visits from federal, state, and local government authorities where the consultation was provided as a service and was not for reasons of compliance or enforcement of safety standards. Include visits from corporate headquarters personnel if they conducted a safety survey walk-through investigation or on-site inspection. Include visits from specialists employed by insurance companies.

Exclusions

Exclude visits from federal, state, and local government agencies made for the purpose of compliance or enforcement. Exclude all inspections and visits not conducted on behalf of facility or corporate management such as those conducted on the behalf of the unions.

Compatibility With NOHS

Rewording of Question #10 and #13. Compatibility maintained; government aid and assistance separated from corporate or private outside assistance.

Question:

32. Do you have a program under which you regularly or periodically monitor the presence of physical agents such as heat, vibration, radiation, noise, and magnetic fields? "

- 1 No (Skip to Question 34)**
- 2 Yes (Circle yes or no for each physical agent listed below:)**

	<u>Yes</u>	<u>No</u>
1. Heat "	1	2
2. Vibration "	1	2
3. Radiation "	1	2
4. Noise "	1	2
5. Magnetic fields "	1	2
<u>Intent</u> 6. Other "	1	2

To determine the existence of a company program of monitoring for certain physical agents as a part of its occupational health program.

Definitions

Regularly or periodically monitor applies only to established programs which monitor environmental levels of physical agents on a regular and/or predictable basis. Heat, vibration, noise, and magnetic fields are defined in Section VII.

Inclusions

Include tests using instrumentation only when the intent of the tests are to determine if employee health is potentially at risk.

Include contract monitoring performed by outside consultants at the request and direction of management.

Exclusions

Do not include any measurements that are simply measuring process conditions or any environmental measurements which are taken where no employee exposures could potentially exist. For example, the measuring of temperature and humidity inside a sealed vessel in a process loop should not be counted.

Do not include those monitoring tests that are not routinely performed. For example, special monitoring of new machines during the start-up and initial use stages should not be included.

Exclude monitoring tests where industrial hygiene is not part of the rationale for the conduct of the tests (i.e., monitoring of process conditions, for economic reasons only).

Compatibility With NOHS

Rewording of Question #42. Separates monitoring of physical agents.

Question:

33. How long do you retain the records of the monitoring program?

 Years (If "forever" code "99")
 " " (If "unknown" code "UK")

Intent

To determine the length of time that the company retains the records from its program of monitoring physical hazards.

Compatibility With NOHS

New question; asked only of those who responded affirmatively to Question #32.

Question:

34. Do you have a program under which you regularly or periodically monitor the presence of fumes, gases, mists, dusts, or vapors? ¹⁸

- 1 Yes
- 2 No (Skip to Questions 38)

Intent

To determine the existence of a company program to monitor certain conditions for the protection of the employees.

Definitions

Regularly monitor applies only to established programs which monitor levels of chemical materials on a regular, predictable basis. Fumes, gases, mists, vapors, and dusts are defined in Section VII.

Inclusions

Include tests taken with instruments only where the intent of the tests is to determine if the employee's health is potentially at risk.

Include situations where the monitoring is performed by someone other than the facility's management, such as monitoring by contract. Include monitoring programs established and/or conducted by or for the facility's insurance carriers provided that they are performed regularly or periodically. **NOTE:** A "Yes" response should be coded if the program includes any part of the facility.

Exclusions

Do not include any measurements that are simply measuring process conditions or any environmental measurement which are done where no employee exposures could potentially exist. For example, the measuring of temperature and humidity inside a sealed vessel in a process loop should not be counted. Exclude measurements that are taken for the sole purpose of determining if a fire or explosion potential exists in an area where no employees are at risk.

Do not include those monitoring tests that are not routinely performed. For example, special monitoring of new machines during the start-up and initial use stages should not be included.

Exclude monitoring tests where industrial hygiene is not part of the rationale for the conduct of the tests, such as monitoring of process conditions for economic reasons only.

Exclude all programs conducted by federal, state, or local government agencies and officials; exclude any one-time studies of the facility or areas within the facility. Exclude all non-periodic consultations by consultants, insurance carriers and others.

Compatibility With NOHS

Rewording of Question #42. Separates monitoring of chemical agents.

Question:

35. How is this monitoring conducted? ,

- 1 Sample collection with laboratory analysis (Skip to Question 37)**
- 2 Direct reading instruments**
- 3 Both**

Intent

To categorize the method of monitoring for this facility.

Inclusions

Inclusions are noted in Question #34.

Exclusions

Exclusions are noted in Question #34.

Compatibility With NOHS

New question; asked only of those who responded affirmatively to Question #34.

Question:

36. Which types of direct reading instruments are used in the monitoring program? Circle "yes" or "no" for each type listed below:

	<u>Yes</u>	<u>No</u>
1. Direct mass measurement tests ₂₀	1	2
2. Fibrous aerosol monitors ₂₁	1	2
3. Detector tubes ₂₂	1	2
4. Infrared (I.R.) gas monitors ₂₃	1	2
5. Ultraviolet (U.V.) gas monitors ₂₄	1	2
6. Gas chromatograph monitors ₂₅	1	2
7. Electrochemical monitors ₂₆	1	2
8. Other "wet" chemical methods ₂₇	1	2

Intent

To categorize the current practices of the facility with regard to direct-reading instrumentation.

Procedure

Either "yes" or "no" (code response "1" or "2") is circled for each applicable instrument type.

Compatibility With NOHS

New question; asked only of those who responded affirmatively to Question #34 and #35.

Question:

37. How long do you retain the records of the monitoring program?

 Years (If "forever" code "99")
 (If "unknown" code "UK")

Intent

To determine the length of time that the company retains records from its program of monitoring fumes, gases, mists, dusts, etc.

Compatibility With NOHS

New question; asked only of those who responded affirmatively to Questions #34 and #35.

Question:

38. Have any substitutions of chemical materials been made within the last 5 years? ³⁸

- 1 Yes**
- 2 No (Skip to Question 41)**

Intent

To determine if there have been any substitution of chemical materials in the facility.

Definition

Substitution means to cease the use of one chemical material and initiate use of an alternative.

Exclusions

The substitution of one tradename product for another unless it was done for reasons related to the chemical content of both tradename products is not considered to be a substitution.

Procedure

If the response to the question is "2", skip to Question #41.

Compatibility With NOHS

New question.

Question:

39. Were any of these substitutions made for the primary purpose of reducing employee exposures?,,

- 1 Yes**
- 2 No**

Intent

To determine if the chemical substitution made was for the purpose of reducing or eliminating worker exposure to specific chemical agents.

Definition

See Question #38.

Inclusions

Include substitution of raw materials, ingredients, intermediates or finished products primarily for the purpose of protecting employee health and/or required because of a federal, state or local government ban on the production, trade, or marketing of specific chemicals.

Exclusions

See Question #38. Substitutions for economic or other reasons not dealing expressly with employee health should be coded "2" or "no".

Procedure

Chemical substitution for employee health reasons or due to regulatory requirements should be coded "yes" or "1".

Compatibility With NOHS

New question.

Question:

40. Were any of these substitutions made as a result of inspections of this facility by federal, state, or local authorities? _m

- 1 Yes**
- 2 No**

Intent

To determine if chemical substitutions have been made as a result of government inspection activity.

Inclusions

Include only those substitutions of chemicals made as a direct result of government inspection(s) of the facility.

Exclusions

Do not include substitutions made as the result of consultation and/or advice from consultants, corporate staff, or insurance carriers.

Procedure

Ask Question #40 without regard to the response received to Question #39.

Compatibility With NOHS

New question.

Question:

41. Have any major equipment or process modifications been made within the last 5 years?,,

- 1 Yes**
- 2 No (Skip to Question 45)**

Intent

To determine if any major equipment or process modifications have been made during the past 5 years at the facility being surveyed.

Definition

Major Modification is a change in machinery, process, equipment, or physical layout which was significant enough to change the potential exposure of employees to chemical, physical or biological agents; or to fumes, dusts, mists, vapors, or particulates.

Inclusions

Include changes in machinery, equipment, process, physical layout and plant design or process modification.

Exclusions

Exclude any changes made to protect against injuries, such as machine guarding.

Procedure

If the response to Question #41 is "no," skip to Question #45.

Compatibility With NDHS

New question.

Question:

42. Were any of these modifications made for the primary purpose of reducing employee exposures?³⁴

- 1 Yes
- 2 No

Intent

To determine if the reason for the modification(s) cited in response to Question #41 was primarily for the purpose of reducing or eliminating employee exposure to chemical, physical, or biological agents.

Definition

See Question #41.

Inclusions

See Question #41.

Exclusions

See Question #41.

Procedure

All modifications performed primarily for economic or other reasons not dealing directly with occupational health should be coded "2." (No)

Compatibility With NOHS

New question.

Question:

43. Were any of these modifications made as a result of inspections of this facility by federal, state, or local authorities?,,

1 Yes

2 No

Intent

To determine if any of the modifications were made as the result of an inspection by government agencies.

Inclusions

Include only those modifications made as a direct result of inspections of this facility by government authorities.

Exclusions

Exclude modifications made as the result of consultation and/or advice given by consultants, corporate staff, or insurance carriers.

Procedure

Ask and record the response to Question #43 without regard to the response received on Question #42.

Compatibility With NOHS

New question.

Question:

44. What was the nature of the modification? ³⁰

- 1 A redesign of the process**
- 2 Enclosing the process**
- 3 Equipment substitution**
- 4 A redesign of the equipment**
- 5 Combination of the above**
- 6 Not listed here**

Intent

To categorize the nature of the modification(s) performed at this facility within the last 5 years.

Inclusions

As in Questions #41 and #42.

Procedure

If more than one of the coded responses is appropriate, the proper code response is "5." If none of the coded responses are accurate, code a "6."

Compatibility With NOHS

New question.

Question:

45. Does this facility recirculate exhaust air from any process or plant area?,,

- 1 Yes**
- 2 No (Skip to Question 47)**

Intent

To determine if exhaust air is recirculated within the facility. Also to alert the surveyor to this fact prior to the walk-through portion of the survey.

Definition

Recirculate exhaust air refers to the practice of capturing exhaust air from a process or work area and subsequent re-introduction of the exhaust air into the facility, usually following treatment to remove contaminants.

Exclusions

Air handling systems such as facility heating or cooling systems are not considered recirculation systems. Catalytic converters and other scrubbing devices attached to internal combustion engines (as used in air compressors, welding generators, forklifts, etc.) are not to be considered recirculation systems.

Procedure

If the response is negative, skip to Question #47.

Compatibility With NOHS

New Question.

Question:

46. What processes or areas are involved?

_____	_____
_____	_____
_____	_____

Intent

To determine the areas or processes within the facility where exhaust air is recirculated.

Inclusions

Any process or area which recirculate air as defined in Question #45.

Procedure

Asked only of those responding affirmatively to Question #45. Descriptive terms given by the person(s) interviewed are to be entered in the spaces provided.

Compatibility With NOHS

New question.

Question:

47. Are there areas in this facility in which personal protective devices or equipment are required or recommended? ⁹⁸

- 1 Yes, required
- 2 Yes, recommended
- 3 Yes, both
- 4 No (Skip to Question 53)

Intent

To determine the company management's policy regarding the use of personal protective devices and equipment.

Definitions

Required means that there is a formal company policy that some or all employees must use personal protective devices as a condition of employment. This policy may or may not be enforced. Recommended indicates that management encourages employees to use personal protective devices but it is not a condition of employment. Personal protective devices and equipment include, but are not limited to, safety glasses, goggles, ear plugs, face shields, hard hats, gloves, steel-toed shoes, rubberized clothing, welding helmets and/or goggles, and respirators.

Inclusions

If only one work area or department requires or recommends the usage of personal protective devices, the response should be coded "1" or "2," as applicable. If a facility has some areas that recommend usage and some areas that require usage, the response should be coded "3."

Exclusions

Exclude cases where individual employees want to use personal protective gear and the use of protective devices is not required or recommended by the employer. The response in such cases should be coded "4."

Procedure

If the response to Question #47 is "no," skip to Question #53.

Compatibility With NOHS

Fully compatible with Question #36.

Question:

48. Who provides personal protective devices?,,

- 1 individual employees**
- 2 employer**
- 3 both**
- 4 other (specify)_____**

Intent

To determine who is financially responsible for the purchase of personal protective equipment.

Definitions

Personal protective devices and equipment are defined in Question #47.

Inclusions

Include reimbursement plans. For example, if employees purchase their own equipment and are reimbursed by the company, the response should be coded "2." Include in the "other" response situations where union, state or local government organizations provide the equipment. In situation where employees and the company share the cost, code "3," for "both."

Procedure

Asked only of those who respond affirmatively to Question #47.

Compatibility With NOHS

Fully compatible with Question #37.

Question:

49. Who has been designated to see to it that personal protective devices and equipment are serviced and maintained?⁴⁹

- 1 individual employees
- 2 employer representative
- 3 both
- 4 no one
- 5 other Specify _____

Intent

To determine if formal responsibility has been assigned to an individual or individuals for maintaining personal protective devices and equipment in proper operating condition.

Definitions

Servicing and/or maintaining refers to such activities as cleaning or changing filters or cartridges in respirators, repairing straps on safety goggles or face shields, filling air tanks, repairing broken lenses, etc. Personal protective devices are defined in Question #47.

Inclusions

"Designated" is the key word in Question #49. If the employer has directed the employees to maintain their own equipment and provides cleaning apparatus and work space, the response is coded "1." If the employees normally maintain their own equipment, but they have not been specifically charged or directed to do so by management, the response should be coded "4." If the employer has established procedures whereby a union or a governmental agency maintains the equipment, the response should be coded "5" with an explanation entered on the "specify" line.

Compatibility With NOHS

Fully compatible with Question #38.

Question:

50. In those instances where employees refuse to wear protective devices or fail to wear them properly, are corrective measures taken? ⁴¹

- 1 Yes
- 2 No (Skip to Question 53)

Intent

To determine if the employer has a functioning system of corrective actions for improper usage of protective devices, equipment or clothing.

Definitions

Corrective action is formal action by plant management against the individual involved. Improper means wearing of inappropriate clothing or devices, including respirators rendered non-functional due to improper facial fit.

Inclusions

Include such actions as personnel actions (transfer, removal, suspension, etc.) and fines levied by management.

Exclusions

Exclude non-formal actions such as verbal notification of wrong doing, etc. Exclude labor union sanctions against the employee.

Procedure

If the response to Question #50 is "no," skip to Question #53.

Compatibility With NOHS

New question.

Question:

51. Do those corrective measures involve economic penalties?

- 1 Yes**
- 2 No (Skip to Question 53)**

Intent

To determine the extent to which employees are penalized by the employer because of failure to comply with company requirements for proper wearing of protective clothing, devices, and equipment.

Definitions

Economic penalties are defined as official disciplinary actions taken by management which result in a financial loss to the affected employee, either directly or indirectly.

Inclusions

Includes all official disciplinary actions which result in financial penalties to the employee. Such actions include fines, dismissal, reduction in work hours, reassignment or transfer (at a lower wage rate), suspension, loss of seniority credits, loss of shift differential, etc.

Exclusions

Exclude all actions which are not taken on behalf of plant management, such as labor union sponsored sanctions or fines against the employee.

Do not include medical or related costs incurred by the individual as a consequence of the improper wearing of protective devices, clothing or equipment, i.e. the costs to the employee of having metal chips removed from an eye because he was not wearing goggles.

Procedure

This question is asked only if the response to Question #50 is "yes." If the response to Question #51 is "no," skip to Question #53.

Compatibility With NOHS

New question.

Question:

52. Have any economic penalties been assessed in the past 12 months?

- 1 Yes**
- 2 No, we know of no instances where violations of company policy have occurred within the last 12 months.**
- 3 No, although we know that there was a minimum of one violation of company policy within the last 12 months.**

Intent

To determine whether formal corrective actions involving economic penalties have been taken in the last 12 month period as a result of employee refusal to wear protective devices, or employee failure to wear such devices properly.

Definitions

Economic penalties are defined in Question #51.

Inclusions

As in Question #51.

Exclusions

As in Question #51.

Procedure

This question is asked only of those who respond affirmatively to Question #51.

Compatibility With NOHS

New question.

Question:

53. Do you have a program under which you regularly or periodically conduct safety inspections of this facility?

- 1 Yes**
- 2 No (Skip to Question 56)**

Intent

To determine if the facility is inspected regularly or periodically for potential safety hazards.

Definitions

Regularly or periodically applies only to established programs which provide inspections on a regular, predictable basis.

Inclusions

Include only regular or periodic safety inspections of the facility performed as a result of management policy. Include regular or periodic inspections performed by consultants, insurance carriers and others at the request of management or with management participation.

Exclusions

Exclude any ad-hoc inspections. Also exclude any safety inspections precipitated by a mishap or injury. Exclude all inspections conducted by a government agency or authority. These are not facility management programs. Exclude all one-time studies of the facility or areas within the facility. Exclude all non-periodic inspections by consultants, insurance carriers and others.

Procedure

If the response to this question is negative, skip to Question #56.

Compatibility With NOHS

New question.

Question:

54. Are written results of these safety inspections required?⁴⁵

- 1 Yes**
- 2 No**

Intent

To determine if safety inspections must always result in written reports.

Definitions

Written results are defined as reports of the determinations arising from a safety inspection whether the determinations are positive or negative in nature. These reports need not be formal, as long as they represent at least a summation of inspection results.

Inclusions

Hand-written reports made as the result of an inspection should be included, if they are always written as a result of a safety inspection. Include narrative reports if they are transcribed in written form.

Procedure

This question is asked only if there was an affirmative response to Question #53.

Compatibility With NOHS

New question.

Question:

55. Are the results of the safety inspections posted or otherwise made routinely available to affected employees?

- 1 Yes
- 2 No

Intent

To determine whether or not affected employees are routinely provided the results of safety inspections.

Definitions

Posted is defined as mounted on walls, bulletin boards or other surfaces commonly used in the employee areas. Routinely available is defined as the normal practice, due to management policy, of providing the results of safety inspections to any affected employee. Inspection results can be either verbal or written. Affected employee is defined as a worker whose environment was included in a safety inspection.

Inclusions

Include any system instituted by management which routinely provides the results of safety inspections to the affected employees of the facility.

Exclusions

Exclude any reporting system not initiated and/or maintained by management. Exclude posting of government inspection results or union-sponsored inspection efforts.

Procedure

This question is asked only of those persons responding affirmatively to Question #53.

Compatibility With NOHS

New question.

Question:

56. Do you have a regularly scheduled preventive maintenance program?,,

- 1 Yes**
- 2 No**

Intent

To determine if the facility has a preventive maintenance program.

Definitions

Preventive maintenance program is defined as a management initiated process of inspection and corrective action undertaken prior to any actual failure of the facility assets, including the physical structure and related equipment.

Inclusions

Include programs in which a limited amount of maintenance and repair work is actually performed but which involves routine and regular inspections of the plant.

Exclusions

Exclude all programs whose frequency of inspection is less than once every three (3) years.

Compatibility With NOHS

New question.

Question:

57. Do you have a regularly scheduled formal safety training program for your employees?⁴⁸

- 1 Yes**
- 2 No**

Intent

To determine if the facility has a regularly scheduled formal program of safety training for its employees.

Definitions

Generally, a safety training program is devoted to the recognition, evaluation, and control of safety hazards. Training programs include, but are not limited to: recognition of safety hazards such as unguarded moving machinery, inadequate fire protection, free-standing compressed gas cylinders, evaluation of potentially dangerous situations, who to contact, and what to do.

Inclusions

Include company-paid training programs that occur off-site if they are provided on a routine, regularly scheduled basis.

Exclusions

Exclude all training programs which are not formal in nature and are not presented by or on behalf of company management. Exclude all first-aid and emergency medical treatment (CPR, etc.) training programs. Exclude from consideration any after-the-accident discussions and safety seminars, as these are not considered "regularly scheduled." Also exclude any training that an employee may take voluntarily.

Compatibility With NOHS

New question.

Question:

58. Do you have a program under which you regularly or routinely assess the employee's awareness of safety rules?

- 1 Yes**
- 2 No**

Intent

To determine if the facility management makes periodic assessments of the employee's awareness of safety rules pertinent to facility operations.

Inclusions

Include continual, informal assessment by management representatives if there is evidence that management initiates such assessment, and receives reports of employee awareness of safety rules.

Exclusions

Exclude "voluntary" or "employee-suggestion" input to management by employees concerning safety practices on the job.

Compatibility With NOHS

New question.

Question:

59. In those instances where employees are found to be in violation of the safety rules, are corrective measures taken?²⁸

- 1 Yes**
- 2 No (Skip to Question 62)**

Intent

To determine if the employer has a functioning system of corrective actions which can be used when safety rules are violated.

Definitions

Corrective action is defined as a formal action by plant management personnel against the individual involved.

Inclusions

Include personnel actions (transfer, removal, suspension, etc.), and fines levied by management.

Exclusions

Exclude non-formal actions such as verbal notification of wrongdoing. Exclude labor union sanctions against the employee.

Compatibility With NOHS

New question.

Question:

60. Do those corrective measures involve economic penalties?⁵¹

- 1 Yes
- 2 No (Skip to Question 62)

Intent

As in Question #51.

Definitions

As in Question #51.

Inclusions

As in Question #51.

Exclusions

Exclude all actions which are not taken on behalf of plant management, such as labor union sponsored sanctions or fines against the employees.

Do not include medical or related costs incurred by the individual worker as a consequence of safety rule violation.

Procedure

This question is asked only of those responding affirmatively to Question #59. If the response to this question is negative, skip to Question #62.

Compatibility With NOHS

New question.

Question:

61. Have any economic penalties been assessed in the past 12 months?,,

- 1 Yes**
- 2 No, we know of no instances where violations of company policy have occurred within the last 12 months.**
- 3 No, although we know that there was a minimum of one violation of company policy within the last 12 months.**

Intent

As in Question #52.

Definitions

Economic penalties are defined in Question #51.

Inclusions

As in Question #51.

Exclusions

As in Question #60.

Procedure

This question is asked only of those responding affirmatively to Question #60.

Compatibility With NOHS

New question.

Question:

62. How long are personnel records on terminated employees retained?

8-8 **Years** (If "forever", code "999")
 (If "unknown", code "UK")

Intent

To determine the length of time records on terminated employees are kept by the company.

Inclusions

Include all recordkeeping systems which identify an individual and provide personal data on that individual.

Exclusions

Exclude recordkeeping systems that only identify a group of people collectively. Exclude medical recordkeeping systems.

Compatibility With NOHS

New question.

Question:

63. Do you keep employee absenteeism records?,,

- 1 Yes, showing specific nature of illness where appropriate**
- 2 Yes, showing only the type of absence**
- 3 Yes, without showing the type of absence**
- 4 No**

Intent

To determine if management keeps any absenteeism records and, if so, at what level of detail.

Definition

Employee absenteeism records refers to that information kept by management concerning the failure of employees to report to work when scheduled.

Inclusions

Include only those records kept by management over and above the records required by law. Use code "4" when the employer keeps only those records required by Federal, State, or local regulations or no records at all. Use code "3" when the employer keeps additional records, but merely indicates "present" or "absent". This occurs in industries such as the construction industry where all or part of the employees are paid only for those days actually worked. Use code "2" when the employer keeps additional records and indicates whether the absence is due to a particular situation such as "illness" or "personal leave." Use code "1" when the employer keeps records which indicate an absence is caused by sickness and, gives the specific nature, type, or symptoms of the sickness.

Exclusions

Do not include those records required by OSHA or State regulations.

Procedure

Ask the management representative the question, "Do you keep employee absenteeism records?" If the response given is not adequate to determine the proper code, additional questioning will be necessary.

For example, the response may simply be "yes." In this case ask, "Do these records show the specific nature of sickness?" If answered "yes," code a "1"; if not, ask, "Do these records show the nature of the absence?" If answered "yes," then code a "2." If answered "no," the proper code will be "3."

Compatibility With NOHS

Fully compatible with Question #33.

Question:

64. What is your rate of unscheduled absenteeism?

$\frac{\text{---}}{\text{---}} = \text{---}$ days per employee per year (If unknown, code "UK")

Intent

To determine the absenteeism rate for the establishment due to illness or injury.

Definitions

Unscheduled absenteeism is defined as the failure of employees to report to work when scheduled. Rate is defined as the number of days per year per employee.

Inclusions

Include only those days where the absence is due to illness, injury, or failure to report to work.

Exclusions

Do not include those days where the absence is due to vacation, jury duty, pre-arranged personal leave, maternity leave, strikes, layoffs, work cancelled due to the weather, etc.

Procedure

When the interviewee says he does not know the absenteeism rate, the interviewer should ask if the information is available from another individual or from the facility's personnel records. If the information is available from these sources, the interviewer should request that the information be obtained. If the response is given as being from 4.5 to 5.4 days per year the response should be coded "005." If the response is from 5.5 to 6.4 days per year, code "006." Where an employer provides a percentage rate, multiply that percentage by 240 workdays to determine the days per year per employee. If the absentee rate is not known, enter the code "UK."

Compatibility With NOHS

Fully compatible with Question #34.

Question:

65. What is your turnover rate among permanent employees in the nonadministrative areas?

$$\frac{\text{---}}{\text{---}} \text{---} \% \text{ per year}$$

Intent

To determine an overall turnover rate for employees engaged in non-administrative jobs.

Definitions

Permanent employees are employees which management expects to retain on a long-term basis (more than 1 year). Non-administrative is defined as those jobs and positions which are directly engaged in the production, packaging, inspecting, and shipping departments of the company. Do not include outside salespersons in this figure.

Inclusions

Include any permanent employee who is not an executive or a manager who works directly in the production, packaging, and shipping/receiving areas of the facility at least 50% of their work day.

Exclusions

Exclude temporary and seasonal employees from this calculation. Also exclude all executives and managers who do not work directly in the production, packaging, or shipping/receiving areas of the facility for at least 50% of their work day.

Compatibility With NOHS

New question.

Question:

66. May I see the latest Summary of Occupational Injuries and Illnesses Form (OSHA Form 200)? (OSHA regulations provide for inspection by NIOSH).¹⁸

- 1 Yes
- 2 No (or company does not keep one)

SURVEYOR: COPY THE FOLLOWING INFORMATION FROM THE OSHA FORM 200

Occupational Injuries

- a. Number of deaths (column 1) 19-20
- b. Number of injuries with lost workdays (column 3) 21-22
- c. Number of injuries without lost workdays (column 6) 23-24

Occupational Illnesses

- a. Skin diseases or disorders (column 7a) 27-28
- b. Dust diseases of the lungs (column 7b) 29-30
- c. Respiratory conditions due to toxic agents (column 7c) 31-32
- d. Poisoning (systemic effects of toxic materials) (column 7d) 33-34
- e. Disorders due to physical agents (column 7e) 35-36
- f. Disorders associated with repeated trauma (column 7g) 37-38
- g. Deaths (column 8) 39-40
- h. Number of illnesses with lost workdays (column 10) 41-42
- i. Number of illnesses without lost workdays (column 13) 43-44

Intent

To determine the incidence of injuries and illnesses among the facility employees.

Definitions

OSHA Form 200 refers to the reporting form issued to industry by the U.S. Department of Labor, Occupational Safety and Health Administration.

Procedure

Code a "1" if the facility keeps, and allows surveyor access to the OSHA 200 Form. If the facility either does not keep, or refuses access to the form code a "2." If the response to the question is "yes," enter the data requested by this question directly from the facility copy of the OSHA 200 Form. Where necessary, total the column entries from the facility copy of the OSHA 200 Form, and enter this total in the appropriate location within the body of Question #66.

Where no data is provided (equivalent to a zero) on the facility OSHA 200 Form, enter a right-justified zero in the appropriate space.

Compatibility with NOHS

Fully compatible with Question #49.

FIGURE 1B. Part I-Management Interview

NATIONAL OCCUPATIONAL EXPOSURE SURVEY
Part I - Management Interview

1. Card Code 1
1
2. Revision Code 0 1 0
2 3 4
- Surveyor ID -
5
3. Date Survey Started - - / - - / - - (mo/day/yr)
6 7 8 9 10
4. Facility Number - - - - - - - -
11 12 13 14 15 16 17

*** GENERAL FACILITY INFORMATION ***

5. What is your major activity? _____
18
- _____

CARD 2
1

6. What are your chief products, services, lines of trade, etc? _____
18
- _____

CARD 3
1

7. SIC codes (observed) - - - -
18 19 20 21
- - - -
22 23 24 25
- - - -
26 27 28 29
8. Approximately how many years has this facility been involved in this activity?
- - - - Years (If "unknown" code "UX")
30 31 32 33
9. How many shifts do you have at present? -
34

FIGURE 1B. Part I-Management Interview (Cont.)

10. How many hours per shift?

34 35 (If irregular, code "99").

11. How many people are on your payroll for all shifts at the present time?

Males 36 40

Females 41 45

Total 46 50

12. Of this total number, how many are normally in the work areas as opposed to the administrative or other areas?

51 55

13. Are there any labor unions operating in this facility? 56

1 No

2 Yes; list complete union names and acronyms (initials)

CARD 4

<u>Union Names</u>	<u>Acronym</u>
_____	<u>16</u> <u>24</u>
_____	<u>25</u> <u>31</u>
_____	<u>32</u> <u>38</u>
_____	<u>39</u> <u>45</u>
_____	<u>46</u> <u>52</u>
_____	<u>53</u> <u>59</u>
_____	<u>60</u> <u>66</u>

FIGURE 18. Part I-Management Interview (Cont.)

CARD **5**

*** MEDICAL SERVICES ***

14. Is there a formally established health unit at this facility? ¹⁸
- 1 Yes, physician in charge
 - 2 Yes, registered nurse in charge
 - 3 Yes, licensed practical nurse in charge
 - 4 Yes, other in charge
 - 5 No
15. Do you have an employee at this facility with formal first-aid training, who has been formally designated to provide emergency medical treatment? ¹⁹
- 1 Yes, full-time
 - 2 Yes, part-time
 - 3 No
16. Do you have on your payroll one or more on-site physicians to give your employees medical care? ²⁰
- 1 Yes, full-time
 - 2 Yes, part-time
 - 3 No
17. Do you have a formal arrangement with any outside source (physicians or clinics) to give your employees access to the care of a physician? ²¹
- 1 Yes, physician will travel to this facility on call
 - 2 Yes, at clinic (not at this facility)
 - 3 Yes, physician is based at this facility either full or part-time
 - 4 No
18. Estimate the average number of physician hours that are devoted to your facility per week.
- $\frac{\quad}{\quad} - - - \frac{\quad}{\quad}$ hours per week
19. Does this facility have one or more nurses on the payroll to provide care for employees? ²²
- 1 Yes
 - 2 No (Skip to Question 21)
20. How many registered nurses and licensed practical nurses are on the payroll at this facility?
- RN $\frac{\quad}{\quad} - - \frac{\quad}{\quad}$
- LPN $\frac{\quad}{\quad} - - \frac{\quad}{\quad}$

FIGURE 1B. Part I-Management Interview (Cont.)

21. Estimate the average number of nursing hours that are devoted to your facility per week.

$\frac{\quad}{\quad} - \frac{\quad}{\quad}$ hours

22. Do you provide the following examinations or tests to all or to selected groups of employees on a periodic basis?

	<u>No</u>	<u>Yes, All</u>	<u>Yes, All Exec. & Mgmt Only</u>	<u>Yes, All Production Workers Only</u>	<u>Yes, for Selected Mgmt and/or Production Workers</u>
Ophthalmology ²⁷	1	2	3	4	5
Audiometric ²⁸	1	2	3	4	5
Blood tests ²⁹	1	2	3	4	5
Urine tests ³⁰	1	2	3	4	5
Pulmonary function ³¹	1	2	3	4	5
Chest X-rays ³²	1	2	3	4	5
Allergy/Sensitization ³³	1	2	3	4	5
Immunizations (flu, etc.) ³⁴	1	2	3	4	5
23. Before new employees are hired or placed, are they required to take a medical examination? ³⁵	1	2	3	4	5
24. Do you record health information about a new employee on some regular form? ³⁶	1	2	3	4	5
25. Do you require medical examinations of your employees who return to work after an illness? ³⁷	1	2	3	4	5
26. Do you require medical examinations of your employees when their employment is terminated? (Exit examination) ³⁸	1	2	3	4	5

27. How long are medical records and other health information records retained?

$\frac{\quad}{\quad} - \frac{\quad}{\quad}$ Years (If "forever" code "999")
(If "unknown" code "UK")

FIGURE 1B. Part I-Management Interview (Cont.)

*** INDUSTRIAL HYGIENE AND SAFETY PRACTICES ***

28. Do you employ full-time individuals at this facility whose major responsibilities are in the area of prevention of occupational injuries or illnesses?²²

- 1 Yes, injury prevention
- 2 Yes, illness prevention
- 3 Yes, both injuries and illnesses
- 4 No (Skip to Question 30).

29. How many full-time occupational health and safety specialists are employed at this facility?

 Safety (injuries)
^{33 34}
 Health (illnesses)
^{35 36}

For each of those individuals, please write in the appropriate activity number from the activity clusters listed below:

CLUSTER NO.

- | | |
|--------------------------------|---|
| Individual #1 ₃₇ - | #1: Administers (directs, manages). Plans and develops programs. Advises top level management. |
| Individual #2 ₃₈ - | #2: Inspects work place to identify hazards. Investigates to determine the cause of injuries/illnesses. |
| Individual #3 ₃₉ - | #3: Analyzes plans or specs. to identify hazards, develops operating procedures to control hazards. |
| Individual #4 ₄₀ - | #4: Provides education and training. |
| Individual #5 ₄₁ - | #5: Performs and analyzes tests to monitor for the presence of dusts, gases, etc. |
| Individual #6 ₄₂ - | #6: Performs engineering design to control hazards. |
| Individual #7 ₄₃ - | |
| Individual #8 ₄₄ - | |
| Individual #9 ₄₅ - | |
| Individual #10 ₄₆ - | |
| Individual #11 ₄₇ - | |
| Individual #12 ₄₈ - | |

30. Has your facility received industrial hygiene services on a consulting basis during the past 12 months?⁴⁹

- 1 Yes, from government sources
- 2 Yes, from non-government sources
- 3 No

FIGURE 1B. Part I-Management Interview (Cont.)

31. Has your facility received occupational safety services on a consulting basis during the past 12 months? ₇₀

- 1 Yes, from government sources
- 2 Yes, from non-government sources
- 3 No

32. Do you have a program under which you regularly or periodically monitor the presence of physical agents such as heat, vibration, radiation, noise, and magnetic fields? ₇₁

- 1 No (Skip to Question 34)
- 2 Yes (Circle yes or no for each physical agent listed below:)

	<u>Yes</u>	<u>No</u>
1. Heat ₇₂	1	2
2. Vibration ₇₃	1	2
3. Radiation ₇₄	1	2
4. Noise ₇₅	1	2
5. Magnetic fields ₇₆	1	2
6. Other ₇₇	1	2

33. How long do you retain the records of the monitoring program?

 Years (If "forever" code "99")
 (If "unknown" code "UK")

CARD 6
 1

34. Do you have a program under which you regularly or periodically monitor the presence of fumes, gases, mists, dusts, or vapors? ₁₈

- 1 Yes
- 2 No (Skip to Questions 38)

35. How is this monitoring conducted? ₇₉

- 1 Sample collection with laboratory analysis (Skip to Question 37)
- 2 Direct reading instruments
- 3 Both

FIGURE 1B. Part I--Management Interview (Cont.)

36. Which types of direct reading instruments are used in the monitoring program? Circle "yes" or "no" for each type listed below:

	<u>Yes</u>	<u>No</u>
1. Direct mass measurement tests ₂₀	1	2
2. Fibrous aerosol monitors ₂₁	1	2
3. Detector tubes ₂₂	1	2
4. Infrared (I.R.) gas monitors ₂₃	1	2
5. Ultraviolet (U.V.) gas monitors ₂₄	1	2
6. Gas chromatograph monitors ₂₅	1	2
7. Electrochemical monitors ₂₆	1	2
8. Other "wet" chemical methods ₂₇	1	2

37. How long do you retain the records of the monitoring program?

22 Years (If "forever" code "99")
(If "unknown" code "UK")

38. Have any substitutions of chemical materials been made within the last 5 years?₂₈

- 1 Yes
- 2 No (Skip to Question 41)

39. Were any of these substitutions made for the primary purpose of reducing employee exposures?₂₉

- 1 Yes
- 2 No

40. Were any of these substitutions made as a result of inspections of this facility by federal, state, or local authorities?₃₀

- 1 Yes
- 2 No

41. Have any major equipment or process modifications been made within the last 5 years?₃₁

- 1 Yes
- 2 No (Skip to Question 45)

42. Were any of these modifications made for the primary purpose of reducing employee exposures?₃₂

- 1 Yes
- 2 No

FIGURE 1B. Part I-Management Interview (Cont.)

43. Were any of these modifications made as a result of inspections of this facility by federal, state, or local authorities?³⁵

- 1 Yes
- 2 No

44. What was the nature of the modification?³⁶

- 1 A redesign of the process
- 2 Enclosing the process
- 3 Equipment substitution
- 4 A redesign of the equipment
- 5 Combination of the above
- 6 Not listed here

45. Does this facility recirculate exhaust air from any process or plant area?³⁷

- 1 Yes
- 2 No (Skip to Question 47)

46. What processes or areas are involved?

_____	_____
_____	_____
_____	_____

47. Are there areas in this facility in which personal protective devices or equipment are required or recommended?³⁸

- 1 Yes, required
- 2 Yes, recommended
- 3 Yes, both
- 4 No (Skip to Question 53)

48. Who provides personal protective devices?³⁹

- 1 individual employees
- 2 employer
- 3 both
- 4 other (specify) _____

49. Who has been designated to see to it that personal protective devices and equipment are serviced and maintained?⁴⁰

- 1 individual employees
- 2 employer representative
- 3 both
- 4 no one
- 5 other Specify _____

FIGURE 1B. Part I-Management Interview (Cont.)

50. In those instances where employees refuse to wear protective devices or fail to wear them properly, are corrective measures taken? ⁴¹
- 1 Yes
 - 2 No (Skip to Question 53)
51. Do those corrective measures involve economic penalties? ⁴²
- 1 Yes
 - 2 No (Skip to Question 53)
52. Have any economic penalties been assessed in the past 12 months? ⁴³
- 1 Yes
 - 2 No, we know of no instances where violations of company policy have occurred within the last 12 months.
 - 3 No, although we know that there was a minimum of one violation of company policy within the last 12 months.
53. Do you have a program under which you regularly or periodically conduct safety inspections of this facility? ⁴⁴
- 1 Yes
 - 2 No (Skip to Question 56)
54. Are written results of these safety inspections required? ⁴⁵
- 1 Yes
 - 2 No
55. Are the results of the safety inspections posted or otherwise made routinely available to affected employees? ⁴⁶
- 1 Yes
 - 2 No
56. Do you have a regularly scheduled preventive maintenance program? ⁴⁷
- 1 Yes
 - 2 No
57. Do you have a regularly scheduled formal safety training program for your employees? ⁴⁸
- 1 Yes
 - 2 No
58. Do you have a program under which you regularly or routinely assess the employee's awareness of safety rules? ⁴⁹
- 1 Yes
 - 2 No

FIGURE 1B. Part I-Management Interview (Cont.)

59. In those instances where employees are found to be in violation of the safety rules, are corrective measures taken?⁵⁰
- 1 Yes
 - 2 No (Skip to Question 62)
60. Do these corrective measures involve economic penalties?⁵¹
- 1 Yes
 - 2 No (Skip to Question 62)
61. Have any economic penalties been assessed in the past 12 months?⁵²
- 1 Yes
 - 2 No, we know of no instances where violations of company policy have occurred within the last 12 months.
 - 3 No, although we know that there was a minimum of one violation of company policy within the last 12 months.

*** GENERAL RECORDKEEPING INFORMATION ***

62. How long are personnel records on terminated employees retained?

$\frac{\quad}{\quad} - \frac{\quad}{\quad}$ Years (If "forever", code "999")
(If "unknown", code "UK")

63. Do you keep employee absenteeism records?⁵⁴

- 1 Yes, showing specific nature of illness where appropriate
- 2 Yes, showing only the type of absence
- 3 Yes, without showing the type of absence
- 4 No

64. What is your rate of uncheduled absenteeism?

$\frac{\quad}{\quad} - \frac{\quad}{\quad}$ days per employee per year (If unknown, code "UK")

65. What is your turnover rate among permanent employees in the nonadministrative areas?

$\frac{\quad}{\quad} - \frac{\quad}{\quad}$ % per year

FIGURE 1B. Part I-Management Interview (Cont.)

CARD **7**

66. May I see the latest Summary of Occupational Injuries and Illnesses Form (OSHA Form 200)?
(OSHA regulations provide for inspection by NIOSH).¹⁸

- 1 Yes
- 2 No (or company does not keep one)

**SURVEYOR: COPY THE FOLLOWING INFORMATION
FROM THE OSHA FORM 200**

Occupational Injuries

- a. Number of deaths (column 1) 19-20
- b. Number of injuries with lost workdays (column 3) 21-22
- c. Number of injuries without lost workdays (column 6) 23-24

Occupational Illnesses

- a. Skin diseases or disorders (column 7a) 27-29
- b. Dust diseases of the lungs (column 7b) 30-32
- c. Respiratory conditions due to toxic agents (column 7c) 33-35
- d. Poisoning (systemic effects of toxic materials) (column 7d) 36-38
- e. Disorders due to physical agents (column 7e) 39-41
- f. Disorders associated with repeated trauma (column 7g) 42-44
- g. Deaths (column 8) 45-46
- h. Number of illnesses with lost workdays (column 10) 47-48
- i. Number of illnesses without lost workdays (column 13) 49-51