

Explosive Ordnance (EO) Safety Climate Survey

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This is the survey referred to in:

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The scales listed below were recovered through factor analysis and demonstrated good internal consistency reliability.

Section 1 - Background information

[The required background information will vary from survey to survey. This section should be purpose-built to suit the context in which the survey is to be administered.]

Section 2 – Safety

The purpose of this section is to explore issues of explosive ordnance safety in your work. Using the given scale, please indicate the amount of agreement you have with each statement. Make your ratings on how things are at present.

Response options – 7 points: strongly disagree; disagree, slightly disagree; neither agree nor disagree; slightly agree; agree; strongly agree

1. Management Commitment to Safety ($\alpha = .83$)

- The Commanding Officer/Senior Manager in my unit/workplace is genuinely committed to EO safety.
- Overall, the management of safety is a high priority in my unit/workplace.
- Commanders/managers in my workplace set the example for compliance with safety standards.
- Corrective action is always taken when senior commanders/managers in my unit are told about unsafe practices.

2. Safety-related communication ($\alpha = .83$)

- I am satisfied with the way I am kept informed about safety issues in my workplace.
- There is good communication across the different sections of this unit.
- Safety-related work issues are openly discussed between workers and supervisors in my workplace.
- My workplace senior leadership/management communicates effectively about safety issues within my workplace.
- Top-down communication is good in this organisation.
- Bottom-up communication is good in this organisation.

3. Safety awareness ($\alpha = .87$)

- I fully understand the safety risks associated with the work for which I am responsible.
- I fully understand the safety procedures/instructions/rules associated with my job.
- I am clear what my responsibilities are for EO safety.

4. Immediate supervisor support ($\alpha = .87$)
 - My immediate supervisor (one rank above me) devotes sufficient effort to safety in the workplace.
 - My immediate supervisor would be very helpful if I asked for advice on safety matters.
 - My immediate supervisor listens to safety concerns and reacts appropriately.
 - My immediate supervisor really understands EO.
 - My immediate supervisor sets clear goals and objectives for the team.
5. Resources ($\alpha = .82$)
 - There is sufficient protective clothing and protective equipment available for allocated tasks to be carried out safely.
 - There are sufficient tools for allocated tasks to be effectively completed.
 - There is sufficient equipment to carry out assigned tasks efficiently.
 - Our workplace facilities are adequate for the safe performance of our duties.
6. Manageable Workload ($\alpha = .82$)
 - It is difficult for me to keep up with the workload. ®
 - People often have to work overtime to get their work done. ®
 - People are expected to perform multiple tasks/duties at one time. ®
 - My co-workers have enough time to carry out their tasks properly.
 - Tasks are added without regard to work already in progress. ®
 - There is sufficient manning in my workplace to achieve allocated tasks in a reasonable timeframe.
7. Training ($\alpha = .80$)
 - The people who conduct EO training are well qualified. *
 - The people who conduct EO training are highly experienced. *
 - Safety issues are given a high priority in training courses within EO.
 - My training has prepared me well for EO duties in my current job.
 - My EO skills and knowledge are kept up-to-date through continuation/consolidation/refresher training conducted in my workplace. **
 - There is sufficient EO continuation/consolidation training conducted in my unit.
8. Quality of Documentation (alpha = .73)
 - EO procedures are accurately described in our technical manuals.
 - There is nothing in my job that is not fully documented.
 - EO publications are easy to follow.
 - EO publications are up-to-date.
9. Individual Compliance (NB. All items are reverse-scored) (alpha = .79)
 - I have taken risks, other than those inherent in my job, in order to get a task done. ®
 - I have completed EO tasks without referring to the relevant publications. ®
 - I am prepared to overlook some rules in order to get the job done more quickly. ®
 - I am prepared to undertake a task a better way if I consider the approved procedure or process to be overly cautious or inefficient. ®
 - Some EO safety procedures/instructions/rules are not really practical. ®
 - Some rules are only for inexperienced workers. ®
 - I have used personal notes/uncontrolled documents instead of the proper publication or manual. ®

10. Workplace Compliance (NB. All items are reverse-scored) (alpha = .86)

- My immediate supervisor (one rank/level above you) sometimes 'turns a blind eye' when rules are bent. ®
- SNCOs/Officers/senior supervisors in the unit sometimes 'turn a blind eye' when safety procedures/instructions are ignored/broken. ®
- Undocumented and/or unauthorised 'workarounds' exist in my workplace. ®
- Noncompliance with procedures is common in my workplace. ®
- People in my workplace have intentionally not complied with procedures. ®
- Personal notes / uncontrolled documents are often used in my workplace instead of the proper publication. ®

11. Consequences of Mistakes (Just Culture) (NB. All items are reverse-scored) (alpha = .85)

- I would be disciplined if openly admitted an honest mistake that resulted in major outcome (damage/injury). ®
- I would be disciplined if I openly admitted an honest mistake that resulted in a minor outcome. ®
- My career would be affected if I openly admitted an honest mistake that resulted in a major outcome (damage or injury). ®
- My career would be affected if I openly admitted an honest mistake that resulted in a minor outcome. ®

12. Willingness to Report (Safety Reporting) (alpha = .81)

- Reporting mistakes and incidents does make a difference to safety.
- I encourage others to report their mistakes and safety incidents.
- I always make the effort to report my own safety incidents.
- Most leaders/managers in my unit encourage the reporting of safety incidents.
- I am aware of the procedure/system for reporting safety hazards and incidents.
- Reporting mistakes helps other people to learn from them.

13. Reasons for Errors (alpha = .86)

Instructions: Below are some of the common reasons that people suggest for making errors. Using the given scale, please indicate how often you have experienced each of these causes over ***the last three months***.

Response Options: Never (0); Rarely (1); Sometimes (2); Often (3)

I make errors because of:

1. Stress
2. Distractions
3. Tiredness
4. Time pressure
5. I have too many things to do
6. Lack of concentration
7. Lack of knowledge
8. Forgetfulness
9. The physical conditions under which I work (e.g., poor lighting)
10. I don't have the right tools

Section 3 - Topical safety issues

[The items for this section came from focus group discussions. They reflect issues that are considered to be local and will vary from study to study.]

Section 4 – Other safety-related issues

Instructions: This section examines issues that have been found to affect safety-related behaviour; issues like morale, cohesion, work satisfaction, fatigue and stress. For the next group of items, please use the given response scale to indicate the response that best describes your current circumstances.

Response options – 7 points: strongly disagree; disagree, slightly disagree; neither agree nor disagree; slightly agree; agree; strongly agree

Morale

- My own level of morale is high.
- My workteam is effective in its regular duties.
- My job is important to the mission of the unit.
- The level of morale in my workteam is high.
- I am given meaningful tasks.
- My closest friendships are with the people I work with.
- Unit/workplace morale is high.
- My workteam is proud of its standards and achievements.
- It feels good to be part of my workteam.
- I enjoy my job.

Fatigue

- During the last part of a typical work shift I sometimes cannot perform at my best because of fatigue.
- By the end of a work day I usually feel worn out.
- I usually find it hard to relax after finishing a work shift.
- I have trouble concentrating in the hours following a work shift.
- After a duty day, I am sometimes too tired to start other activities.
- I find it hard to show interest in others when I arrive home from work.
- Normally, I only begin to feel relaxed on the second day off work.
- I find myself using weekends to catch up with sleep or get over feeling tired.

Stress [K10]

Instructions: The following questions inquire about how you have been feeling **over the last four (4) weeks**. Please read each question carefully and then indicate, by shading the circle, the response that best describes how you have been feeling.

Response options – 5 points:
None of the time; A little of the time; Some of the time; Most of the time; All of the time

- About how often did you feel tired for no good reason?
- About how often did you feel nervous?
- About how often did you feel so nervous that nothing could calm you down?
- About how often did you feel hopeless?
- About how often did you feel restless or fidgety?
- About how often did you feel so restless that you could not sit still?
- About how often did you feel depressed?
- About how often did you feel that everything was an effort?
- About how often did you feel so sad that nothing could cheer you up?
- About how often did you feel worthless?

Section 5 - Survey evaluation

Instructions: Please provide your reactions to the survey itself. (Note: Written comments about the survey can be made below.)

Response options – 7 points: strongly disagree; disagree, slightly disagree; neither agree nor disagree; slightly agree; agree; strongly agree

- I can see the value of contributing to this survey.
- This survey covered the main safety issues in my workplace.

Section 6 – Comments

We welcome your comments about any issue raised by this survey or the survey itself. We are also seeking suggestions for improving safety in EO. Your comments may be quoted in the body of subsequent reports to illustrate issues. Your usual writing is acceptable - capital letters are not required.

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