**The Hong Kong Polytechnic University**

**Department of Civil Engineering and Environment**

**Safety Questionnaire**

**Consent Form**

My name is YUNG Tung studying in BSc (Hons) Environmental & Occupational Safety & Health in The Hong Kong Polytechnic University. I am completing a Final Year Project which aims to identify the current situation of control of carpenter subcontractor in construction industry from a management viewpoint.

In this questionnaire, you will complete a variety of questions. You should try your best to finish the questionnaire. You may stop participating at any time without penalty. Your data remain confidential and anonymous. If you agree to participate in the questionnaire, please sign below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **Participant** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Witness** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Instructions**

Please complete all the questions by choosing the most appropriate answer accordingly. Fill in the space if provided. Thank you.

1. Are you working in the construction industry?

□ Yes / □ No (The questionnaire ends. Thanks!)

1. Are you a registered safety officer?

□ Yes / □ No (The questionnaire ends. Thanks!)

1. Do you have carpenter trade on your construction site?

□ Yes / □ No (The questionnaire ends. Thanks!)

**Notes:**

**If you answer Yes for all the above three questions, please continue.**

**In the following sections, you should complete the questionnaire based on the situation of your current construction site. If you are managing more than one construction sites, please consider them as one construction site.**

**Section A**

**Part I. Personal information**

|  |
| --- |
| 1. **Gender**
 |
| □ M | □ F |
|  |  |
| 1. **Age**
 |
| □ < 20 | □ 21 - 30 | □ 31 - 40 | □ 41 - 50 | □ 51 - 60 | □ 60 < |
|  |  |  |  |  |  |
| 1. **Highest education background**
 |
| * Diploma
 | □ Higher Diploma | □ Associate Degree | □ Undergraduates | □ Master Degree |
| □ Doctor Degree | □ Certificate | □ Higher Certificate | □ Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |
| 1. **Highest education background on safety**
 |
| * Diploma
 | □ Higher Diploma | □ Associate Degree | □ Undergraduates | □ Master Degree |
| □ Doctor Degree | □ Certificate | □ Higher Certificate | □ Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |
| 1. **Current position**
 |
| □ Safety Manager | □ Registered Safety Officer | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| 1. **Work experience in years**

a) on construction site |
| □ 1-5 | □ 6-10 | □ 11-15 | □ 16-20 | □ 21-25 | □ > 25 |
| b) on safety discipline |
| □ 1-5 | □ 6-10 | □ 11-15 | □ 16-20 | □ 21-25 | □ > 25 |
| c) on safety discipline in construction industry  |
| □ 1-5 | □ 6-10 | □ 11-15 | □ 16-20 | □ 21-25 | □ > 25 |

**Part II. Work information**

|  |
| --- |
| 1. **Nature of your current project**
 |
| □ Building | □ Foundation | □ E&M | □ Civil Works | □ Other:\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 1. **Total no. of subcontractors on your construction site**
 |
| □ 0 | □ 1-10 | □ 11-20 | □ 21-30 | □ 31-40 | □ > 40 |
|  |  |  |  |  |  |
| 1. **Total no. of workers on your construction site**
 |
| □ < 20 | □ 21-40 | □ 41-60 | □ 61-80 | □ 81-100 | □ >100 |
|  |  |  |  |  |  |
| 1. **Total no. of safety practitioners within your company on your current project**
 |
| □ < 3 | □ 4-6 | □ 7-9 | □ 10-12 | □ 13-15 | □ > 15 |
|  |  |  |  |  |  |
| 1. **Your construction site has at least one reportable / non-reportable accident on your site in past one year.**
 |
| □ Yes, Please specify the no. of case \_\_\_\_\_\_\_\_\_ | □ No |
|  |  |
| 1. **Your construction site has at least one reportable / non-reportable accident on your site involving the use of woodworking machinery in past one year.**
 |
| □ Yes,Please specify the no. of case \_\_\_\_\_\_\_\_\_ | □ No |

**Section B**

**Please complete the following questions in relation to control of carpenter subcontractor.**

**Part III. General safety management on construction site**

|  |  |  |
| --- | --- | --- |
| **My company has** | **Yes** | **No** |
| 1. Company Policy
 | □ | □ |
| 1. Organisational Structure
 | □ | □ |
| 1. Safety Training
 | □ | □ |
| 1. In-house safety rules
 | □ | □ |
| 1. Inspection program
 | □ | □ |
| 1. Meeting with the Selected Subcontractors before the start of work to clarify the safety requirements of company
 | □ | □ |
| 1. Method Statement prior work start
 | □ | □ |
| 1. Accident / Incident Investigation
 | □ | □ |
| 1. Emergency Plan
 | □ | □ |
| 1. Safety Committees includes Carpenter Trades Representatives
 | □ | □ |
| 1. Regular Safety Meeting with carpenter subcontractor
 | □ | □ |
| 1. Safety Promotion/ Safety Rewarding Scheme
 | □ | □ |
| 1. Accident Control and Hazard Elimination Program for the Use of Woodworking Machinery
 | □ | □ |
| 1. Occupational Health Assurance Programme for Carpenters
 | □ | □ |

**Part IV. Selection of Carpenter Subcontractors**

|  |
| --- |
| **A – Always****U – Usually****S – Sometimes****R – Rarely****N – Never****N/A – Not Applicable** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **The criteria for your company to select the carpenter subcontractors are** | **A** | **U** | **S** | **R** | **N** | **N/A** |
| 1. Price
 | □ | □ | □ | □ | □ | □ |
| 1. Quality of Work
 | □ | □ | □ | □ | □ | □ |
| 1. Performance Record
 | □ | □ | □ | □ | □ | □ |
| 1. Overall Competence
 | □ | □ | □ | □ | □ | □ |
| 1. Health and Safety Record
 | □ | □ | □ | □ | □ | □ |
| 1. Health and Safety Competence
 | □ | □ | □ | □ | □ | □ |
| 1. Financial Stability
 | □ | □ | □ | □ | □ | □ |
| 1. Appropriate Insurance Cover
 | □ | □ | □ | □ | □ | □ |
| 1. Size
 | □ | □ | □ | □ | □ | □ |
| 1. Resources
 | □ | □ | □ | □ | □ | □ |
| 1. Technical Ability
 | □ | □ | □ | □ | □ | □ |
| 1. Organisational Ability
 | □ | □ | □ | □ | □ | □ |
| 1. Past Co-operation Experience
 | □ | □ | □ | □ | □ | □ |
| 1. Quality of Workers
 | □ | □ | □ | □ | □ | □ |
| 1. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | □ | □ | □ | □ | □ | □ |
| 1. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | □ | □ | □ | □ | □ | □ |

**List out three criteria in order of importance for your company to choose carpenter subcontractors**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Most important)**

**Part V. Carpenter subcontractor management**

|  |
| --- |
| **1 – Required by your company****2 – Required by the carpenter subcontractor voluntarily** **3 – Required by both parties****4 – Neither required by your company nor the carpenter subcontractor** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The carpenter subcontractors have** | **1** | **2** | **3** | **4** |
| 1. Company Policy
 | □ | □ | □ | □ |
| 1. Organisational Structure
 | □ | □ | □ | □ |
| 1. Safety Training
 | □ | □ | □ | □ |
| 1. In-house safety rules
 | □ | □ | □ | □ |
| 1. Inspection Program
 | □ | □ | □ | □ |
| 1. Method Statement prior to work start
 | □ | □ | □ | □ |
| 1. Accident / Incident Investigation
 | □ | □ | □ | □ |
| 1. Emergency Plan
 | □ | □ | □ | □ |
| 1. Regular Internal Safety Meeting
 | □ | □ | □ | □ |
| 1. Safety Promotion
 | □ | □ | □ | □ |
| 1. Regular Safety Meeting with carpenter subcontractor
 | □ | □ | □ | □ |
| 1. Safety Promotion/ Safety Rewarding Scheme
 | □ | □ | □ | □ |
| 1. Accident Control and Hazard Elimination Program for the Use of Woodworking Machinery
 | □ | □ | □ | □ |
| 1. Occupational Health Assurance Programme for Workers
 | □ | □ | □ | □ |
|  |  |  |  |  |

**List three elements in order of difficulties for carpenter subcontractor to perform. 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Most difficult)**

**Part VI. Performance of Subcontractor of Woodworking Machinery**

|  |
| --- |
| **Degree of Satisfaction** **1=Very Unsatisfactory****2=Unsatisfactory****3=Satisfactory****4=Very satisfactory** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contract Performance** | **1** | **2** | **3** | **4** | **N/A** |
| 1. Subcontractor's performance conform with the terms and conditions of the contract
 | □ | □ | □ | □ | □ |
| 1. Having ISO 18001 certificate
 | □ | □ | □ | □ | □ |
| 1. Provision of on-site safety personnel
 | □ | □ | □ | □ | □ |
| 1. Provision of Safety Representative or other safety personnel
 | □ | □ | □ | □ | □ |
| 1. On-site subcontractors’ in-charge cooperative with safety personnel
 | □ | □ | □ | □ | □ |
| 1. On-site subcontractors’ workers cooperative with safety personnel
 | □ | □ | □ | □ | □ |
| 1. Subcontractor’s on-site personnel have positive health and safety attitude
 | □ | □ | □ | □ | □ |
| 1. Workers have sufficient safety knowledge
 | □ | □ | □ | □ | □ |
| 1. Workers have sufficient technical expertise to perform work
 | □ | □ | □ | □ | □ |
| 1. Changes in subcontractor in-charge
 | □ | □ | □ | □ | □ |
| 1. Proper control of subcontractors’ subcontractors
 | □ | □ | □ | □ | □ |
| 1. Effective conveying of safety information to all workers
 | □ | □ | □ | □ | □ |
|  |  |  |  |  |  |
| **Schedule Control**  | **1** | **2** | **3** | **4** | **N/A** |
| 1. Subcontractor meets completion date with required safety remedial action
 | □ | □ | □ | □ | □ |
| 1. Subcontractor requests an extension due to (avoidable) reasons within its control
 | □ | □ | □ | □ | □ |
| 1. Subcontractor finishes ahead of schedule
 | □ | □ | □ | □ | □ |
| 1. Subcontractor has competent and sufficient personnel to keep the project on schedule
 | □ | □ | □ | □ | □ |
| 1. Ignore safety due to the construction progress lagging behind
 | □ | □ | □ | □ | □ |
|  |  |  |  |  |  |
| **Cost Performance** | **1** | **2** | **3** | **4** | **N/A** |
| 1. Sufficient resource on personal protective equipment (PPE)
 | □ | □ | □ | □ | □ |
| 1. Sufficient resource on high quality PPE
 | □ | □ | □ | □ | □ |
| 1. Sufficient resource on training
 | □ | □ | □ | □ | □ |
| 1. Sufficient workers
 | □ | □ | □ | □ | □ |
| 1. Sufficient cost spending on woodworking machinery
 | □ | □ | □ | □ | □ |
|  |  |  |  |  |  |
| **Accident Prevention and Resolution** | **1** | **2** | **3** | **4** | **N/A** |
| 1. Participate in safety promotion event
 | □ | □ | □ | □ | □ |
| 1. Organize safety promotion event
 | □ | □ | □ | □ | □ |
| 1. Organize safety training for their workers
 | □ | □ | □ | □ | □ |
| 1. Join the safety training
 | □ | □ | □ | □ | □ |
| 1. Participate in emergency drill
 | □ | □ | □ | □ | □ |
| 1. Understand and apply the emergency procedure
 | □ | □ | □ | □ | □ |
| 1. Stop work voluntarily because of unsafe work
 | □ | □ | □ | □ | □ |
| 1. Voluntarily ask for help of safety personnel for safety issue on woodworking machinery
 | □ | □ | □ | □ | □ |
|  |  |  |  |  |  |
| **Innovation and Technology Achievement** | **1** | **2** | **3** | **4** | **N/A** |
| 1. Apply innovation on woodworking machinery with approval
 | □ | □ | □ | □ | □ |
| 1. Apply latest technology on woodworking machinery with approval
 | □ | □ | □ | □ | □ |

**Give comments on your carpenter subcontractor.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Part VII. Conditions of woodworking machinery on site** |  | **A – Always****U – Usually****S – Sometimes****R – Rarely****N – Never****N/A – Not Applicable** |
| **Based on your observations, the woodworking machinery or its environment have** | **A** | **U** | **S** | **R** | **N** | **N/A** |
| 1. efficient stopping and starting appliance
 | □ | □ | □ | □ | □ | □ |
| 1. sufficient clear and unobstructed space
 | □ | □ | □ | □ | □ | □ |
| 1. good and level condition of surrounding floor
 | □ | □ | □ | □ | □ | □ |
| 1. adequate lighting provided (not less than 160 lux)
 | □ | □ | □ | □ | □ | □ |
| 1. applied for working in underground room
 | □ | □ | □ | □ | □ | □ |
| 1. trained and fully instructed carpenters
 | □ | □ | □ | □ | □ | □ |
| 1. circular saw below the bench table with fencing by 2 plates of metal or other material
 | □ | □ | □ | □ | □ | □ |
| 1. more than 150 mm distance between the saw and the plates (mentioned in 7.)
 | □ | □ | □ | □ | □ | □ |
| 1. a distance of not less than 50 mm beyond the teeth of the saw extending from the axis of the saw outwards
 | □ | □ | □ | □ | □ | □ |
| 1. not beaded metal plates with at least 2 mm thickness / the beaded metal plates with at least 1 mm thickness
 | □ | □ | □ | □ | □ | □ |
| 1. provision of riving knife
 | □ | □ | □ | □ | □ | □ |
| 1. smooth surface, strong, rigid and easily adjustable riving knife
 | □ | □ | □ | □ | □ | □ |
| 1. position of the riving knife not exceeding 15mm apart from the saw
 | □ | □ | □ | □ | □ | □ |
| 1. saw with diameter less than 600mm extending up from the bench table to within 25 mm of the top of the saw
 | □ | □ | □ | □ | □ | □ |
| 1. saw with diameter more than 600mm extending up from the bench table to more than 250 mm of the top of the saw
 | □ | □ | □ | □ | □ | □ |
| 1. a strong and easily adjustable guard for covering the top of the circular saw
 | □ | □ | □ | □ | □ | □ |
| 1. a flange at the side of the saw furthest from the fence
 | □ | □ | □ | □ | □ | □ |
| 1. adjustable guard that the flange extend below the roots of the teeth of the saw
 | □ | □ | □ | □ | □ | □ |
| 1. adjustable guard that extend from the top of the riving knife to a point as low as the cutting edge of the saw
 | □ | □ | □ | □ | □ | □ |
| **(Continue Part VII)** |  |  |  |  |  |  |
| 1. provision of push stick
 | □ | □ | □ | □ | □ | □ |
| 1. well maintenance of machinery keeping free from patent defect
 | □ | □ | □ | □ | □ | □ |

**List three elements in order of difficulties for carpenter subcontractor to perform. 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Most difficult)**

**Part VIII. Safety attitude of carpenters**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Based on your observation, when carpenters using woodworking machinery, they will** | **A** | **U** | **S** | **R** | **N** | **N/A** |
| 1. remove the crown guard whenever using or after using it
 | □ | □ | □ | □ | □ | □ |
| 1. use pushstick
 | □ | □ | □ | □ | □ | □ |
| 1. wear safety goggles
 | □ | □ | □ | □ | □ | □ |
| 1. use safety glove
 | □ | □ | □ | □ | □ | □ |
| 1. use it only for cutting wood but no other substance
 | □ | □ | □ | □ | □ | □ |
| 1. clear up all the wood residue
 | □ | □ | □ | □ | □ | □ |
| 1. follow the regulations and in-house rule
 | □ | □ | □ | □ | □ | □ |
| 1. agree that safety is more important than work progress
 | □ | □ | □ | □ | □ | □ |
| 1. agree to work with safety practitioners openly
 | □ | □ | □ | □ | □ | □ |
| 1. ask for help of safety practitioners about the safe work procedure
 | □ | □ | □ | □ | □ | □ |
| 1. refuse to work whenever no safety means to work
 | □ | □ | □ | □ | □ | □ |
| 1. report unsafe work procedure to the management/ safety practitioners
 | □ | □ | □ | □ | □ | □ |

**List three elements in order of difficulties for carpenter subcontractor to perform. 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Most difficult)**

**What are the most adoptable/suitable methods to control carpenter subcontractor?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Continue Part VIII)**

**Which of the following(s) method(s) is/are adopted by your company in controlling the carpenter subcontractor ? (you can select more than one.)**

|  |  |
| --- | --- |
| * **Pre-qualification of carpenter subcontractor**
 | * **Induction Training**
 |
| * **Toolbox talk (Frequency:\_\_\_\_\_\_\_\_\_\_)**
 | * **Pre-work briefing**
 |
| * **Promotion Program**
 | * **Reward Scheme**
 |
| * **Punishment Scheme**
 | * **Safety Meeting**
 |
| * **None**
 | * **Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |
| * **Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 | * **Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |

**Part IX. Information of Carpenters**

|  |
| --- |
| 1. **Register Subcontractor**
 |
| * Yes
 | □ No |
|  |  |
| 1. **No. of Carpenters on site**
 |
| □ < 20 | □ 21 - 40 | □ 41 - 60 | □ 61 - 80 | □ 81 - 100 | □ > 101  |
|  |  |  |  |  |  |
| 1. **Average Age**
 |
| □ < 20 | □ 21 - 30 | □ 31 - 40 | □ 41 - 50 | □ 51 - 60 | □ > 60  |
|  |  |  |  |  |  |
| 1. **General Qualification**
 |
| □ Trade Test  | □ Intermediate Trade Test | □ Certificate |
| □ Apprenticeship  | □ None  | □ Others:\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| 1. **No. of carpenter with trade test on site**
 |
| □ 0 | □ 1 - 3 | □ 4 - 6 | □ 7 – 10 | □ >10 |
|  |  |  |  |  |
| 1. **No. of carpenter had accident experience due to the use of woodworking machinery**
 |
| □ 0 | □ 1-5 | □ 6-10 | □ 11-15 | □Others:\_\_\_\_\_ |
|  |  |  |  | (Please specify) |
|  |  |  |  |  |
| 1. **No. of carpenter claim the compensation on work due to the use of woodworking machinery**
 |
| □ 0 | □ 1-5 | □ 6-10 | □ 11-15 | □Others:\_\_\_\_\_(Please specify) |

* **End of Questionnaire. Thank you! -**