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**HEALTH AND SAFETY TRAINING IN THE  
RUBBER INDUSTRY**

The Health & Safety Executive (HSE), in combination with RUBIAC, aims to develop a systematic health and safety training programme for all levels of employee within the rubber industry, from senior manager to shop floor staff. This questionnaire has been designed to discover what health and safety training is currently being given within companies. The person in the company that currently arranges health and safety training for employees should complete this questionnaire.

**Responses to the questionnaire will be entirely confidential, and will not be made available outside the research team in a format that would allow the identification of individuals or the company they represent.**

**INSTRUCTIONS**

Please complete all sections of the following questionnaire. For those questions requiring a yes/no response, please indicate your response by placing a tick in the appropriate box on the right hand side. For each question, please consider whether this aspect of Health & Safety training is provided in your company for each of the different groups of employees (Managing Director, Managers, Supervisors and Shop Floor staff).

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**Company Details**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Number of employees: \_\_\_\_\_

Nature of business: \_\_\_\_\_

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**General questions**

1. Approximately what percentage of your Health & Safety training is provided by:
- (a) In-house training providers? \_\_\_\_\_ %
- (b) External consultants? \_\_\_\_\_ %

2. Are records of Health & Safety training kept for all employees? Yes    No
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## Managing Director/Senior Executive

Please answer these questions concerning the Health & Safety training given to the **Managing Director** or **most senior manager on site** by placing a tick in the appropriate box to indicate your response.

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Has the Managing Director received training in how to set a health and safety Policy?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the Managing Director received training in how to manage safety culture?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has the Managing Director received training in;   |                          |                          |
| a. Health & Safety at Work Act (1974)  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Civil law and corporate manslaughter  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the Managing Director received training in;   |                          |                          |
| a. The legal requirements of accident and near miss accidents  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The importance of identifying underlying causes of accidents  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the Managing Director received training in the role of Risk Assessment in health and safety management?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does the training given to the Managing Director include an understanding of how health and safety management systems integrate with other business management systems? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Other health and safety training. Please include any external courses or in house training that your managing director has received e.g. NEBOSH, IOSH courses           |                          |                          |

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## **B. Managers**

These questions concern the health and safety training given to your managers. If the following health and safety training is given to **one or more managers** please tick the box to indicate yes, if none of your managers receive the training please tick the box to indicate no.

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Does the Health & Safety training currently provided to Managers include Health and Safety at Work Act (1974) including the managers own legal duties? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the training currently given to managers include how to manage safety culture?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the training include:   |                          |                          |
| a. How to lead an accident /near miss investigation?  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. How to identify immediate and underlying causes of accident and near misses?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the training cover the following elements of Risk Assessment?   |                          |                          |
| i) The role of risk assessment in health and safety management  | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Risk assessment methods   | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) How to identify job specific hazard awareness and risk evaluation  | <input type="checkbox"/> | <input type="checkbox"/> |

5. Does the training include how to manage people, including
- |                               |                          |                          |
|-------------------------------|--------------------------|--------------------------|
| i) Communication skills       | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Team leadership skills    | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) Managing people training | <input type="checkbox"/> | <input type="checkbox"/> |
| iv) Motivation skills         | <input type="checkbox"/> | <input type="checkbox"/> |
| v) Assertiveness training     | <input type="checkbox"/> | <input type="checkbox"/> |

6. Other health and safety training. Please include any external courses or in house training e.g. NEBOSH, IOSH

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**C. Supervisors**

Please answer these questions concerning the Health & Safety training administered to your Supervisors by placing a tick in the appropriate box to indicate your response.

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 1. Does the training currently provided to supervisors include an awareness of the:   |                          |                          |
| i) Health & Safety at Work Act  | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Management of Health & Safety at Work Regulations   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the training cover the following elements of accident / near miss investigation?  |                          |                          |
| i) Accident /near miss reporting  | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) The process of investigation  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the training include a consideration of the following aspects of Control of Substances Hazardous to Health (COSHH) regulations? |                          |                          |
| i) Awareness of the substances used on site covered by COSHH  | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Assessment of the risks associated with substances covered by COSHH   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the training consider permit to work?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the training cover the following elements of Risk Assessment?   |                          |                          |
| i) The process of risk assessment   | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Job specific hazard awareness and risk evaluation   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does the training include the following skills in how to manage people?  |                          |                          |
| i) Communication skills   | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Team leadership skills  | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) Managing people training   | <input type="checkbox"/> | <input type="checkbox"/> |
| iv) Motivation skills   | <input type="checkbox"/> | <input type="checkbox"/> |
| v) How to instruct others e.g. train the trainer course   | <input type="checkbox"/> | <input type="checkbox"/> |
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### **D. Shop floor staff**

Please answer these questions concerning the Health & Safety training administered to your Shop Floor staff by placing a tick in the appropriate box to indicate your response.

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 1. Does the training include an awareness of the main provision of the Health and Safety at Work Act.                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the training cover the following elements of accident / near miss investigation?  |                          |                          |
| a. Accident /near miss reporting  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The importance of identifying underlying causes of accidents   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the training include a consideration of the following aspects of Control of Substances Hazardous to Health (COSHH) regulations? | <b>Yes</b>               | <b>No</b>                |
| a. Awareness of the substances used on site covered by COSHH  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Assessment of the risks associated with substances covered by COSHH  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the training cover Manual Handling techniques?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, is this Manual Handling training:   |                          |                          |
| a. Specific to the job?   | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Provide overview of musculoskeletal disorders?   | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Cover causes of musculoskeletal disorders?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the training cover awareness of Risk Assessment, including?   |                          |                          |
| a. The process of risk assessment   | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Job specific hazard awareness and risk evaluation  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are safe working procedures used as a basis for training?  | <input type="checkbox"/> | <input type="checkbox"/> |

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**Thank you completing this questionnaire.**

If you have any questions relating to this questionnaire, please contact:

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