

SAFE-TOP Survey

(Supporting And Facilitating Effective Teams, Organizations, and People)

[Company] is participating in the SAFE-TOP Project funded by the Gulf Research Program. As part of this effort, we are conducting this short safety survey.

If you agree to participate, your answers will be treated confidentially. We will not ask you for your name and no personally identifiable results will be shared. We will share some summarized overall results from the survey with **[Company]** to help them in their ongoing safety efforts.

Your participation is voluntary. See the information about participating handout.

Once you have viewed the participation information, please check this box to indicate that you are agreeing to participate.*

I understand and give my consent to participate in this research.

Part I: Background Information

1) Who is your primary employer?*

- I work for **[Company]** (employee)
- I work for **[Company]** on contract. (Embedded Contractor)
- I work for a Third Party (contractor)
- Other

2) Do you supervise others?*

- No, I don't supervise others
- Yes, I supervise people

3) Approximately how many months have you worked for (or on projects for) **[Company]**?

4) Choose your facility from the list*

- Facility A
- Facility B
- Facility C
- Facility D

5) What is your primary work area?*

- Maintenance, Instrumentation & Electrical
- Operations
- Construction
- Drilling and Completion
- Other - What is the **other** work area? _____

6) I have worked with most of my current teammates for:

- Over one year
- Over six months but less than a year
- Two to six months
- Less than two months

Part II: Safety Emphasis

For each of the 15 items in this section please choose a number to indicate what is valued or emphasized on the Facility

		Choose a number to indicate what is most valued (5 is middle)											
		At our facility, the emphasis is more on...											
		More Emphasis Here 			Equal Focus 					More Emphasis Here 			
		0	1	2	3	4	5	6	7	8	9	10	
a)	Determining who made a mistake	0	1	2	3	4	5	6	7	8	9	10	Determining how to avoid future mistakes
b)	Completing today's work tasks	0	1	2	3	4	5	6	7	8	9	10	Trying to continuously improve
c)	Focusing on the errors of individuals	0	1	2	3	4	5	6	7	8	9	10	Focusing on problems caused by systems, policies, and practices
d)	Applying the same degree of inspection to everything	0	1	2	3	4	5	6	7	8	9	10	Applying different degrees of inspection based on risk
e)	Following procedures as written without exception	0	1	2	3	4	5	6	7	8	9	10	Recommending procedural adjustments to address unique situations
f)	Only respecting input from people in authority	0	1	2	3	4	5	6	7	8	9	10	Respecting input from anyone involved in the work
g)	Responding quickly to problems	0	1	2	3	4	5	6	7	8	9	10	Anticipating and preventing problems
h)	Reporting your own injuries	0	1	2	3	4	5	6	7	8	9	10	Working through your injuries
i)	Ensuring everyone is comfortable using stop work authority	0	1	2	3	4	5	6	7	8	9	10	Using stop work authority only when it is absolutely necessary
j)	Ensuring production remains on budget and on time	0	1	2	3	4	5	6	7	8	9	10	Ensuring work is done safely
k)	Communicating widely and openly	0	1	2	3	4	5	6	7	8	9	10	Communicating to those who need to know

		Choose a number to indicate what is most valued (5 is middle)											
		At our facility, the emphasis is more on...											
		More Emphasis Here			Equal Focus			More Emphasis Here					
		0 1 2 3			4 5 6			7 8 9			10		
l)	"Checking the box" on safety	0	1	2	3	4	5	6	7	8	9	10	Going above and beyond to ensure safety
m)	Asking questions if you are unsure	0	1	2	3	4	5	6	7	8	9	10	Figuring it out on your own
n)	Speaking up if you have a concern	0	1	2	3	4	5	6	7	8	9	10	Keeping quiet and letting things work themselves out
o)	Working quickly to keep up with the schedule	0	1	2	3	4	5	6	7	8	9	10	Taking the time to complete the tasks perfectly

Part III: Safety Awareness

General Safety

Estimate the percent of people *who work in your area* who probably know:

a. The most common “day to day” safety risks (e.g., trips, falls, injuries) your facility might face?

(0 to 100%)

b. The safety risks that could lead to a “disaster”?

(0 to 100%)

c. The signs or indicators of potential safety risks?

(0 to 100%)

d. What to do to prevent problems?

(0 to 100%)

e. What to do if a safety incident occurs?

(0 to 100%)

Fire Hazards

Estimate the percent of people *who work in your area* who probably know:

a. The signs or indicators of a potential fire
(0 to 100%)

b. What to do to prevent fire hazards?
(0 to 100%)

c. What to do when a warning sign emerges about a fire hazard?
(0 to 100%)

d. What to do if a fire occurs?
(0 to 100%)

Part IV: Team Safety Climate

a. Team members are adequately trained/skilled in safety procedures

Strongly disagree Disagree Neutral Agree Strongly agree

b. Team members know how to recognize and address common safety hazards

Strongly disagree Disagree Neutral Agree Strongly agree

c. Team members feel comfortable speaking up, asking questions, and admitting concerns openly

Strongly disagree Disagree Neutral Agree Strongly agree

d. Team members prioritize safety objectives

Strongly disagree Disagree Neutral Agree Strongly agree

e. Team members provide back up and support to one another

Strongly disagree Disagree Neutral Agree Strongly agree

f. Our team adjusts to changing conditions to maintain safety

Strongly disagree Disagree Neutral Agree Strongly agree

g. We keep one another informed within the team

Strongly disagree Disagree Neutral Agree Strongly agree

h. We consistently receive the information we need to work safely from leadership

Strongly disagree Disagree Neutral Agree Strongly agree

i. Our team members share a clear understanding of everyone's responsibilities regarding safety

Strongly disagree Disagree Neutral Agree Strongly agree

j. Our team members are aware of current safety risks and priorities

Strongly disagree Disagree Neutral Agree Strongly agree

k. Our leader models and reinforces safety

Strongly disagree Disagree Neutral Agree Strongly agree

l. Team members hold one another accountable for safety

Strongly disagree Disagree Neutral Agree Strongly agree

m. Our team has the resources needed to work safely (staffing, equipment)

Strongly disagree Disagree Neutral Agree Strongly agree

n. Organizational policies and processes support our team's safety

Strongly disagree Disagree Neutral Agree Strongly agree

o. This team consistently works very safely

Strongly disagree Disagree Neutral Agree Strongly agree

p. This is one of the safest teams I've worked on

Strongly disagree Disagree Neutral Agree Strongly agree

Part VI: Final Thoughts

What does [Company] do well with regard to safety?

What could [Company] do better with regard to safety?

Thank You!

Consent Form for Participation in Research

Project Title: SAFE-TOP (“Supporting And Facilitating Effective Teams, Organizations, and People) Survey and Working Group Sessions

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Introduction:

Our company, The Group for Organizational Effectiveness, along with our research partners at Rice University, has been funded by the National Academies of Science, Engineering, Medicine – Gulf Safety Research Program (NAS-GRP) to conduct this survey as part of a larger research effort to advance safety in the offshore oil and gas industry. We are working to develop a set of evidence-based tools to help promote safety at work. Our work will also result in tools, tips, and guidance. These will be made available at the conclusion of the two-year project.

We have partnered with [Company] to ensure that our efforts produce relevant tools. **You are being asked to complete this survey because of your expertise and experience within the offshore oil and gas industry.**

What you should know about this research:

Your participation in this survey is voluntary. You should take part in this effort only because you want to.

Purpose of this research:

A purpose of this survey is to share summary results (e.g., average scores) from the survey with [Company] to support their on-going safety efforts, but we will not share any information that could identify any individual’s responses.

Procedures:

After reviewing this Informed Consent document, you will be asked to indicate whether you agree to participate. If you agree, you can complete the survey. Part I of the survey will ask you some basic background questions. The remaining sections ask you to respond to a series of questions about safety culture at work.

Time Required:

Survey: The survey should take approximately 30 minutes to complete.

Working group sessions: During Field Day, you will be asked to participate in a 60-minute afternoon session where we will share summary results from the survey and seek further input from you.

Participant Requirements:

Participants must be experienced in the oil and gas industry (e.g., operators and safety professionals). Also, participants must be at least 18 years of age to be included in this research.

Risks:

There are no reasonably foreseeable risks or discomforts involved in taking part in this research.

Benefits:

There are no anticipated benefits for participating in this research other than contributing to the development of safety-related tools

Confidentiality:

By participating in the research, you understand and agree that Rice University may be required to disclose your participation, data, and other personally identifiable information only as required by law, subpoena, or court order; although it is unlikely. Otherwise, your confidentiality will be maintained. **We will not ask for your name or personal identifiers, and your individual responses will not be revealed to anyone other than the researchers.**

Your data will be assigned a random numerical code for data entry and organizing purposes only. By participating, you understand and agree that the summarized data and information gathered during this research may be used by Rice University and published and/or disclosed by Rice University to others outside of Rice University. However, your individual data will not be mentioned by Rice University in any such publication or dissemination of the research data and/or results.

Your Right to End or Decline Participation:

Your participation is entirely voluntary. You are free to refuse to participate in the research and your refusal will not influence current or future relationships with [Company], Rice University, or the NAS. You are also free to stop your participation at any point. Refusal to participate or withdrawal of your consent or discontinued participation in the research will not result in any penalty or loss of benefits or rights to which you might otherwise be entitled. The Principal Investigators may at their discretion remove you from the research for any number of reasons. In such an event, you will not suffer any penalty or loss of benefits or rights which you might otherwise be entitled.

Your Right to Information:

If you have any questions, desire additional information, or wish to withdraw your participation, please contact the Principal Investigator by mail, phone, or email in accordance with the information listed on the first page.

If you have questions pertaining to your rights as a research participant; or to report objections to this research, you should contact William Turner, Assistant Vice Provost for Research at Rice University. Email: william.turner@rice.edu or Telephone: (713) 348-6071