**QUESTIONNAIRE FOR STAFF OF COCOA MARKETING COMPANY -TEMA**

**Introduction:**

My name is Lawrence Kwame Adjei, a student of the Kwame Nkrumah University of Science and Technology (KNUST) pursuing a postgraduate studies in Environmental Science.

This is an academic research on the topic: *organizational health and safety Knowledge, Attitude and Practices (KAP) among employees of Ghana Cocoa Board (case of Cocoa Marketing Company-Tema Takeover Centre).*

This study is a requirement for the award of Master of Science in Environmental Science from Kwame Nkrumah University of Science and Technology.

Be assured that all information provided will be used for the purpose stated above. Be confident to provide factual responses.

**Section A: Bio-Data of Participants**

1. Sex

*Male [ ] Female [ ]*

1. Marital Satus

Single *[ ]* Married *[ ]* Divorced *[ ]* Widow(er) *[ ]*

1. Age

*18 -28 years [ ] 29-39 years [ ] 40 – 50 years [ ] 51 years and above [ ]*

1. Education Level

*MSLC/O-Level/A-Level [ ] SHS/NVTI [ ] HND/Diploma [ ] First Degree [ ] Second Degree [ ] Phd [ ]*

1. Years of Experience in the Industry

*1-3 years [ ] 4-6 years [ ] 7-9 years [ ] 10 years and above [ ]*

1. Years of Experience in the Organization

*1-3 years [ ] 4-6 years [ ] 7-9 years [ ] 10 years and above [ ]*

1. Designation

Shed Attendant/Janitor *[ ]* Clerk *[ ]* Officer *[ ]* Manager *[ ] (Please check the officer in the google form).*

**Section B: Knowledge on organizational health and safety among employees**

How will you rate your knowledge on the following? *Use the Scale; 5 = Very High, 4= Moderately High, 3= Neutral, 2= Low and 1= Very Low*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Statements** | **1** | **2** | **3** | **4** | **5** |
| **8** | Knowledge on occupational health and safety policy for CMC |  |  |  |  |  |
| **9** | Knowledge of top management commitment to health and safety at CMC |  |  |  |  |  |
| **10** | Knowledge of emergency procedures at the workplace. |  |  |  |  |  |
| **11** | Knowledge of risk assessment done in the workplace |  |  |  |  |  |
| 12 | Awareness about occupational hazards at CMC |  |  |  |  |  |
| 13 | Occupational hazards and their categories at CMC-Tema Take Over Centre |  |  |  |  |  |
| 15 | Knowledge on likely physical hazards at CMC |  |  |  |  |  |
| 16 | Rules and measures to control drugs, alcohol and smoking at the workplace |  |  |  |  |  |
| 17 | Likely chemical hazards at CMC |  |  |  |  |  |
| 18 | Likely biological hazards at CMC |  |  |  |  |  |
| 19 | Possible ergonomic hazards at CMC |  |  |  |  |  |
| 20 | Arrangements to limit exposure to hazard in the workplace |  |  |  |  |  |
| 21 | Possible mechanical hazards at CMC |  |  |  |  |  |
| 22 | Control measures for the hazards identified at the workplace |  |  |  |  |  |
| 23 | Frequency of workplace inspections done |  |  |  |  |  |
| 24 | Health and safety training in the organisation |  |  |  |  |  |
| 25 | Safety signs and their importance |  |  |  |  |  |
| 26 | First aid procedures |  |  |  |  |  |
| 27 | Allocation of resources for health and safety |  |  |  |  |  |
| 28 | Regularity of work equipment and machine maintenance |  |  |  |  |  |
| 29 | Caution placed on high risk areas to prevent incidents |  |  |  |  |  |

**Section C: Attitude on organizational health and safety among employees**

*How will you rate your attitude on the following? Use the Likert Scale; 5= Positive, 4= Moderately Positive, 3= Neutral, 2= Moderately Negative, 1= Negative*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Statements** | **1** | **2** | **3** | **4** | **5** |
| 30 | Occupational hazard should be taken seriously and given prompt attention at work |  |  |  |  |  |
| 31 | Prevention of occupational hazard is a joint responsibility of the management and the staff |  |  |  |  |  |
| 32 | I do not see paying extra attention to occupational hazard as an unnecessary burden on me |  |  |  |  |  |
| 33 | Training of staff and provision of personal protective equipment are necessary to reduce the risk of exposure to occupational hazard |  |  |  |  |  |
| 34 | All exposures to occupational hazards should be reported and documented by appropriate authorities |  |  |  |  |  |
| 35 | Exposure and infection control policies (standard operating procedures) should be regularly reviewed and updated by management |  |  |  |  |  |
| 36 | Incentives should be provided for adhering to universal standard precautions |  |  |  |  |  |
| 37 | Punitive actions should be taken against workers that violate standard safety precautions and practices |  |  |  |  |  |

**Section D: Practices of organizational health and safety among employees**

*How will you rate the level of frequency to which you perform the following at workplace? Use the Scale; 5= Always, 4= Often, 3= Sometimes, 2= Rarely and 1= Never*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Statements** | **1** | **2** | **3** | **4** | **5** |
| **38** | I am consulted on health and safety matters |  |  |  |  |  |
| **39** | New employees are inducted and given specific training |  |  |  |  |  |
| **40** | Health and safety issues are communicated in the workplace |  |  |  |  |  |
| **41** | Top management respond to matters concerning health and safety at the workplace |  |  |  |  |  |
| **42** | I report hazards associated with my work |  |  |  |  |  |
| **43** | I report near misses and accidents at the workplace |  |  |  |  |  |
| **44** | I am educated on the hazards associated with my work. |  |  |  |  |  |
| **45** | I respond to emergency cases |  |  |  |  |  |
| 46 | I ensure wearing of PPE |  |  |  |  |  |
| 47 | I feel comfortable wearing PPEs |  |  |  |  |  |
| 48 | Specific PPE for various tasks are worn. |  |  |  |  |  |
| 49 | Correct body posture at work is ensured against ergonomic hazards |  |  |  |  |  |
| 50 | Welfare facilities including provision of water, washing, changing room, buses, eating etc are available for staff use. |  |  |  |  |  |
| 51 | Accidents/incidents are reported and investigated |  |  |  |  |  |
| 52 | Safe system of work is followed in the workplace |  |  |  |  |  |
| 53 | Rules and measures to control drugs, alcohol and smoking are enforced |  |  |  |  |  |

*THANK YOU FOR YOUR PARTICIPATION*