

Administering Your Survey

Please make sure you read the following instructions carefully prior to administering the survey. Employee surveys, particularly anonymous surveys, need to be administered appropriately so that the management gets the data they need while employees feel assured that there is no detriment to participating in the activity.

Following the instructions below will help to ensure that the results accurately reflect the attitudes of your workforce.

Announce the Survey

About a week before administering the survey, announce that your company is going to conduct a survey. This can be done by whichever method the company uses to communicate with their employees, e.g. via email, during a tool box talk, postings on the wall of the break room, etc.

If you are using email or printed material, you can adapt the sample memo below to your company:

February 26, 2017

*To: All Employees
From: Your Name
Subject: Employee Survey re: the Hearing
Conservation Program*

I am pleased to announce that during the week of _____ we will be conducting an Employee Survey at (company name). The purpose of the survey is to get your honest opinion about the Hearing Conservation Program at the site.

Although the survey will be administered by the management at (company name), the survey is completely anonymous and your name will not be connected to the survey in any way nor will any personal information be collected. Additionally, every effort will be made to ensure submission of the survey is completely confidential.

The information you provide will be entered into an online tool which will help summarize your collective responses. Using these results, we will develop a plan to improve our weaknesses and build on our strengths in our Hearing Conservation Program to make (company name) an even better place to work.

We will be providing the survey to all employees on (day, date) and providing boxes/envelopes in (locations: breakroom, locker rooms, cafeteria, etc) where you can turn in your surveys anonymously.

Administrating the Survey

Once you have announced the upcoming survey, print as many surveys as you need to hand out to all your employees.

Decide where the best locations would be at your site for placing boxes or envelopes to collect completed surveys. These should be areas where employees can submit their surveys without the scrutiny of management or staff.

Distribute the surveys to the employees in whichever method you would use to provide hard copies to your employees, e.g. individual boxes, with pay stubs, etc.

Indicate to your employees that you will be collecting surveys until seven days after survey distribution.

Sometimes companies prefer to do the surveys during tool box talks where everyone in the room fills out the survey at the same time. If this is the method you would like to follow, select an hourly employee in the tool talk to put all completed survey forms into an envelope and seal the envelope. The key is to make sure employees are certain that the survey forms are kept confidential.

Administrator's Instructions to Participants

If your survey will be conducted during a meeting or tool talk, the following script can be used to provide survey instructions:

Today, we are asking you to take a few minutes to participate in a survey about the Hearing Conservation Program at (name of company). The results of this survey will allow us to learn exactly what you as a group think and feel about the program. This will allow management to consider your responses when making decisions. Your responses to this survey are completely confidential. Please do not sign the survey form. You will complete the survey and place your completed form in the envelope/box located _____ (or hand your survey to _____ who will place in an envelope). Remember that the survey forms are anonymous and your answers are totally confidential. No member of management will know how you respond since no names or other identifiers are on the survey.

Once all the surveys have been collected, proceed to inputting the data on the excel sheet provided on the **Assessment** site (**www....**) in Tab A. Tab B will provide the totals you will use to input into the table on the website.
