Survey Questions for VECTRA room operators and supervisor.

In order to maintain a high functioning VECTRA assembly area, it is important that the operators and supervisors conduct a regular audit of the room. The questions in this survey broadly cover safety and productivity aspects of the expanded VECTRA area. It is important that management enforces the use of this document or documents like this to audit the workspace. The results of this survey would give Dresser Rand feedback to tweak the design of the VECTRA room if required. This team is flexible about the questions asked in the document and would expect the company to modify the questions according to their needs.

The management should make sure that these surveys are completely anonymous and get submitted to the proper authority in the plant. It is important to maintain the anonymity to avoid any biases or fears that could hamper the further improvement of the VECTRA room. The various sections in the document provide examples of questions that could be asked to both the assembly operators and the supervisor. It is recommended that these questions are reviewed in the beginning of every month and relevant data is collected. This information would aid in further studies such as a detailed ergonomic analysis and implementation of visual controls.
VECTRA Safety Form for Assembly Workers
Completion of this document will be required to occur at the end of each month and turned into manager. This is an anonymous survey. Please put an “X” next to your selection. Please comment when appropriate.

During the last month, did you get injured at work in a way that prevented you from going to work?
Yes: ___ No: ___ Comment: __________________________________________

During the last month, did you get injured at work in a way that still allowed you to work?
Yes: ___ No: ___ Comment: __________________________________________

During the last month, did you feel you were put in a position where you could have gotten injured?
Yes: ___ No: ___ Comment: __________________________________________

Can you think of any improvements to the manufacturing process or tooling that would decrease the risk of injury in the VECTRA area?
Yes: ___ No: ___ Comment: __________________________________________
_____________________________________________________________________________________
___________________________________________________________

VECTRA Safety Form for Managers
Completion of this document will be required to occur at the end of each month and turned into manager. This is an anonymous survey. Please put an “X” or quantity next to your selection. Please comment when appropriate.

During the last month, were there any recordable injuries in the VECTRA Area that prevented a worker to come to work?
How Many? _____ Comment: __________________________________________

During the last month, were there any recordable injuries in the VECTRA Area that still allowed the employee to work?
How Many? _____ Comment: __________________________________________

During the last month, were there any near-miss injuries in the VECTRA Area?
How Many? _____ Comment: __________________________________________

During the last month, did an assembly worker approach you with a safety concern regarding the VECTRA Area?
Yes: ___ No: ___ Comment: __________________________________________
If yes, how was it handled? __________________________________________

Can you think of any improvements to the manufacturing process or tooling that would decrease the risk of injury in the VECTRA area?
Yes: ___ No: ___ Comment: __________________________________________
How does the safety record of the VECTRA Area compare to the rest of the plant?
VECTRA Injuries: _____ Plant Injuries:______

Effect of VECTRA Expansion on Production Efficiency

Completion of this document will be required to occur at the end of each month and turned into manager. This is an anonymous survey. Please put an “X” or quantity next to your selection. Please comment when appropriate.

What was the average production time for a new unit before the VECTRA production area was expanded? _____ Days

What was the average production time for a new unit after the VECTRA production area was expanded? _____ Days

How do these numbers compare? Better: ____ Worse: _____

What is the reason for the difference? Comment: ________________________________

Were there any common problems during the manufacturing process that could be addressed to reduce production time or increase production rate? If yes, how will this be addressed?
Yes: ___ No: ___ Comment: ____________________________________________________

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