**Annexure:**

*I. Questionnaire for Workers*

Name of the Establishment: 

__________________________________________________________________________

Address of the Factory: 

__________________________________________________________________________

Certifications: _________________________________________________________________

Type of Industry: ____________________________________________________________

No.: ___________________________ Date of Interview: ______/____/05

**Personal profile of the respondent worker**

<table>
<thead>
<tr>
<th>Name:</th>
<th>M □ F □</th>
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<tbody>
<tr>
<td>Designation:</td>
<td>Employee No.:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
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</tbody>
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Age Group:  

- [ ] Up to 25  
- [ ] 26-35  
- [ ] 36-45  
- [ ] 46-55  
- [ ] Above 55

Educational Qualification:  

- [ ] Up to VIII  
- [ ] IX to XII  
- [ ] Graduation  
- [ ] Vocational  
- [ ] Other

Experience (No of Years):  

- [ ] 0 to 5  
- [ ] 6 to 15  
- [ ] 16 to 25  
- [ ] 26 to 35  
- [ ] Above 35

Wages / Salary:  

- [ ] Below 2500  
- [ ] 2500-4000  
- [ ] 4000-6000  
- [ ] 6000-9000  
- [ ] 9000-12000


1. Work environment in your organization is healthy and comfortable
   Agree ☐ Disagree ☐ Not up to mark ☐

2. Is the layout of work place is well designed.
   Agree ☐ Disagree ☐ Workable but not well designed ☐

3. Do you feel your work place is over crowded?
   Yes ☐ No ☐ No Comment ☐

4. Workers involved in your department in one shift are
   Not Adequate ☐ Adequate ☐ More than Adequate ☐

5. Is there any problem like emission of dangerous fumes, inflammable dust / gas and excessive light / sound generation in your work place?

6. Occurrences of these problems are
   Always ☐ Occasionally ☐ Not at all ☐

7. If yes, do you have any scope of using any mask or other safety device?
   Used ☐ Yes ☐ No ☐

8. Chewing gutka /smoking is not creating any problem for you / others inside work place.
   Agree ☐ Disagree ☐ Not up to mark ☐

9. There is sufficient number of spittoons available in your factory premises.
   Agree ☐ Disagree ☐ Not up to mark ☐

10. Are you aware of different safety measures adopted in your organization?
    Yes ☐ No ☐ No Comment ☐

11. Are all the dangerous machines are properly guarded / fenced?
    Yes ☐ No ☐ Not up to mark ☐

12. Do you operate high voltage / high-risk machine?
    Yes ☐ If necessary, not always ☐ No ☐

13. If yes, then have you undergone any training necessary for operation of such machine?
    Yes ☐ No ☐ Yes, Own Effort ☐

14. In operation do you comply with all safety norms required to handle such machine?
    Yes ☐ No ☐ Adopt Short Cut ☐

15. Does Inspection regarding safety measure is being conducted in your work place?
    Regular ☐ Irregular ☐ No such arrangement ☐

16. Have you faced any accident on duty?
    Yes, major ☐ Yes, minor ☐ No ☐

17. Routine maintenance of machine is a regular feature of your organization
    Agree ☐ Disagree ☐ Agree, but not up to mark ☐
18. Constructions of walls, floors, roofs and staircases properly maintained?
   Agree □ Disagree □ Not up to mark □

19. What is the load carrying arrangement?
   Manual □ Trolley □ Automatic □

20. Is there any fire extinguisher arrangement in your organization?
   Yes □ No □ Not known □

21. Is there any full-time safety officer in your factory?
   Yes □ No □

22. If yes, do you agree that the same arrangement is up to the mark?
   Agree □ Disagree □

23. Purified drinking water is available in your workplace.
   Agree □ Available, but not purified □ Bad Condition □

24. If yes, the type of arrangement?
   Tap □ Hand Pump □ Drum □ Purifier □

25. Is adequate washing facility available?
   Yes □ No □ Yes, but not adequate □

26. If yes, is there any separate arrangement for women?
   Yes □ No □ Not up to mark □

27. Are you getting uniform on regular basis from your organization?
   Yes □ No □ Not Regularly □

28. Is there any storing facility available inside your workplace?
   Yes □ No □ Not up to mark □

29. Are you satisfied with the existing cleaning arrangement of your workplace?
   Satisfied □ Dissatisfied □ Not up to mark □

30. Is there any hazardous waste generated under the production process?
   Yes □ No □ Not known □

31. Is there any arrangement for disposing wastes in your organization?
   Yes □ No □ Not adequate □

32. What is the arrangement available for disposing liquid wastes?
   Normal Drainage □ Scientific Processing □

33. How frequent solid wastes are disposed off?
   Daily □ Weekly □ When Required □

34. Do you think ventilation arrangement is adequate in your workplace?
   Yes □ No □ Not satisfactory □
35. Do you feel that the temperature inside your work place is soothing?
   Yes □ No □ Not satisfactory □

36. You are satisfied with the lighting arrangement at your work place.
   Satisfied □ Dissatisfied □ Not adequate □

37. You are satisfied with the frequent cleaning arrangement of latrines
   Satisfied □ Dissatisfied □ Not up to mark □

38. Distance between gents and ladies latrines is
   0 – 5 mts. 6 – 10 mts Above 10 mts

39. Is supply of water available all the time in latrines?
   Yes □ No □ Not adequate □

40. Do you feel tired in working?
   Yes □ No □ Occasionally □

41. You are satisfied with the rest room in your organization?
   Satisfied □ Dissatisfied □ No such arrangement □

42. Are there any medical arrangement / facility available in your organization?
   Company’s Doctor □ Own Hospital □ Prescribed Medical Centre □ First Aid □
   Ambulance □ Free Medicine □ Medical Allowance □

43. Are beverages available at your work place free of cost?
   Yes □ No □ Subsidized Arrangement □

44. Are you satisfied with the canteen service in your organization?
   Yes □ No □ Not up to mark □

45. Who run the canteen?
   Management □ Contractor □ Worker □ Joint □

46. Do you think the items available in your canteen are -
   Cheaper than market □ Same as market □ Higher than market rate □

47. Is there any crèche available in your organization?
   Available with very good / modern arrangement □ Available with very Poor
   arrangement □ Not available □

48. Is there any recreation facility available in your organization?
   Yes □ No □ Past □

49. Is there any fulltime welfare officer in your factory?
   Yes □ No □

50. You are enjoying educational training / development facility in your organization?
   Yes □ No □ Not up to mark □
51. Are you enjoying any accommodation benefit / facility given by your employer?
   Yes □ No □

52. If yes, type of such arrangement?
   Free Residential Quarters □ Concessional Rental benefit □ HRA □

53. Are you satisfied with such accommodation benefit?
   Satisfied □ Dissatisfied □ Not up to mark □

54. Is there any transport arrangement for attaining duty in your organization?
   Free Transport □ Allowance □ Not at all □

55. How long do you work in your work place?
   9 hrs □ 9-10 hrs □ > 10hrs □

56. Do you get overtime?
   Yes □ No □ No Comment □

57. Is there any special arrangement available for the worker attaining night shift?
   Yes □ No □ Not up to mark □

58. How are you paid if called on night shift?
   Normal Wage □ 150% of Wage □ 200% of Wage □

59. Do you feel that remuneration compared to your performance is justified?
   Yes □ No □ Not known □

60. Do you think you can be better remunerated elsewhere for similar job?
   Yes □ No □ Not known □

61. Is there any yearly bonus payment arrangement existing in your organization?
   Yes □ No □ No Comment □

62. Are you enjoying production bonuses in your organization?
   Yes □ No □

63. What are the leaves you can enjoy?
   Listed / Festival □ PL/CL/ML □ Accident/Maternity/Sick □

64. You are compensated by your organization for saving of such leave.
   Agree □ Disagree □

65. How are you paid if called on overtime?
   Normal Wage □ 150% of Wage □ 200% of Wage □

66. How many trade unions are there?
   1 □ 2 □ More than 2 □

67. Are you a member of any trade union in your organization?
   Yes □ No □ No Comment □
68. Do you think that improvement of work condition focused by your trade union?
   Yes □ No □ No Comment □

69. How far you satisfied about the movement of your trade union to improve factory work
   conditions.
   Best □ Worst □ Good □

70. Is there any Act exists in our Country to safeguard the interests of the workers regarding
    health, safety, welfare etc. inside the factory?
   Yes □ No □ Do not know □

71. Please tell me the name of the Act.
   Factories Act 1948 □ Other Acts. □ No Comment □

72. Have you ever been heard about Factories Act 1948?
   Yes □ No □ No Comment □

73. From which source you know about Factories Act 1948?
   Trade Unions □ Management □ Others □
II. Questionnaire for Management

PART – I
GENERAL INFORMATION

Industry
Name of Establishment
Address

Factory
Head Office

Age of Establishment 0-5 yrs □ 5-10 yrs □ 10-20 yrs □ >20 yrs □

ISO 9000/14000 □ Non ISO □

PART – II

WORK ENVIRONMENT

1. Do you think the prevailing policies and practices are adequate to ensure smooth working condition for your workers?

2. As understood from the workers the lay out of the work place is not very comfortable and there is further scope of improvement, what is your view?

3. What measures are being taken to overcome such hurdles?

HEALTH

4. Why is your factory so dirty?

5. Is your arrangement is sufficient for disposal of wastes? Where are the production wastes dumped? Do you follow any guideline of any body e.g. WBPCB?

6. What are the arrangements you adopted for adequate ventilation and soothing temperature in your factory?

7. Why your workers are not using musk, screen/ goggles?

8. Is there any system for artificial humidification?
9. Why is your factory overcrowded?

10. Why is there insufficient lighting in the workplaces?

11. Why workers are drinking water without purification and if there are any arrangements for cooling?

12. Due to insufficient spittoons, workers are spitting in the floor. What measures do you want to take?

**SAFETY**

13. Why are all your dangerous machines not guarded / fenced?

14. Is machinery in motion examined by a trained adult male worker?

15. Is there any suitable striking gear, locking device to prevent accident?

16. Why are workers not maintaining the safe distance from self-acting machines?

17. Is there proper casting to prevent danger?

18. Are women or children going near cotton openers?

19. Are all your hoists, lifts, lifting machines, chains, ropes and lifting tackle in a good condition? And how frequent are they examined?

20. Why is there no notice of maximum safe working speed near the machine?

21. Why are the floors, steps, stairs, passages not of sound construction and properly maintained?

22. Why are all the pits, sumps, openings in floors not covered or fenced?

23. What is your load carrying arrangement?

24. Why allow a worker to enter into any chamber, tank, pit or pipe where any gas or fume is present?

25. Have you taken proper measures to prevent explosion or ignition at gas or fume?

26. What are the measures you have taken to prevent outbreak of fire or its spread?

27. How many qualified safety officer(s) are there?

28. Is safety audit being conducted regularly?

29. For operating a risky machine, do you offer any training or periodical training on operation, safety etc?
30. Do you think the layout is suitable for protecting people from fire hazard?

WELFARE

31. Are washing facilities adequate?

32. Is place of storing, drying of clothing sufficient?

33. Is there any sitting facility for the workers working long by standing?

34. Is training provided to one or more worker on first aid? Is the first aid box checked to observe availability of all the items?

35. Why do you have not any ambulance?

36. Why workers are not satisfied with your canteen service? Sale price of the items are at subsidized rate, non profit no loss rate or market rate? Who fix the rates?

37. Why there is no rest room for workers?

38. Why you do not maintain crèche?

39. How many qualified welfare officer(s) are there?

EMPLOYMENT, WORK HOURS AND WAGES

40. What are your normal weekly hours of Work?

41. How many paid holidays are there for permanent and casual workers?

42. What is the percentage of rate of overtime on normal wage rate?

43. Have you any register of adult and young workers?

44. How leaves are calculated? How many paid leaves are there for your workers?

45. How many trade unions are there?

46. Regarding work conditions which are the main issues for which trade unions have set their movement?