

Appendix A: Participant Information Sheet



My name is Kgothatso Mpesi and I am conducting research for the purposes of obtaining a Masters degree at the University of the Witwatersrand. My area of focus is on safety in your work environment. We work in different environments where accidents can happen and some people might be injured and some might lose their lives. The aim of this research is to investigate the factors that lead to these incidents taking place in your work environment. I would like to invite you to participate in this study.

Participation in this research will entail being interviewed by me, at a time and place that is convenient for you. The interview will last for approximately one hour. With your permission this interview will be recorded in order to ensure accuracy. Participation is voluntary, and no person will be advantaged or disadvantaged in any way for choosing to participate or not participate in the study. All of your responses will be kept confidential, and no information that could identify you will be included in the research report. The interview material (tapes and transcripts) will not be seen or heard by any person in this organisation at any time, and will only be processed by myself. You may refuse to answer any questions you would prefer not to, and you may choose to withdraw from the study at any point.

Your participation in this study would be greatly appreciated. This research will contribute both to a larger body of knowledge on workplace safety, as well as to your organisation of your workplace safety. This can help to inform their development of policies and procedures.

Kind Regards

Kgothatso Mpesi

Appendix B: Biographical Questionnaire

Please complete this form.

I _____, am interested in participating in your research.

Contact details

Telephone : _____

E-mail : _____

Biographical Questions

These questions are asked for descriptive purposes.

Job Title : _____

Department : _____

Years in present position : _____

Number of year's experience : _____

Gender : Female ☐ Male ☐

Race : Black ☐ White ☐ Coloured ☐ Indian ☐

Accident awareness at work.

Have you witnessed an accident at work?

Yes

☐

No

☐

Have you been involved in an accident at work?

Yes

☐

No

☐

Have you been injured at work?

Yes

☐

No

☐

Appendix C: Consent Form (Interview)

I _____ consent to being interviewed by
Kgothatso Mpesi for her study on injury incidents in the workplace.

I understand that:

- Participation in this interview is voluntary.
- That I may refuse to answer any questions I would prefer not to.
- I may withdraw from the study at any time.
- No information that may identify me will be included in the research report, and my responses will remain confidential.

Signed _____

Appendix D: Consent Form (Interview Recording)

I _____ consent to my interview with Kgothatso Mpesi for her study on injury incidents in the workplace being tape-recorded.

I understand that;

- The tapes and transcripts will not be seen or heard by any person in this organisation at any time, and will only be processed by the researcher.
- All tape recordings will be destroyed after the research is complete.
- No identifying information will be used in the transcripts or the research report.

Signed _____

Appendix E: Interview Questions

These questions are designed to explore your experiences about safety incidents in your work. The information that you provide of incidents will help us to identify areas where improvement can be made.

1. Please tell us about a maintenance incident, which involved you or someone else. A maintenance incident can be anything, which could have prevented an aircraft from operating normally or could have put the safety of a worker at risk.

What happened?

Most incidents start with a chain of events.

For example what is the first thing that happened? Describe each of the things that happened after in detail. Why do you think the incident happened? Was there anything that about the way things were done in the company which contributed to the incident? For example something about the equipment, procedures, work environment etc.

2. Did the incident occur because of something you or another person did or didn't do?
Please describe the most important thing that you or they did wrong or didn't do.
3. What are the causes of these incidents? What do you attribute to be the cause of the incident?

What do you think about the incidents happening?

Are they accidental or just negligence from both the employees and management?

What are the consequences of these incidents?

What do other people (co-workers, management) think of these incidents?

4. What is your belief about the actions taking place or happening?

What do you think are the reasons behind the actions or the behaviour that lead to these injury incidents?

What do you think are the advantages and disadvantages of performing this behaviour or the choices made?

How certain are you that the behaviour will lead to advantages or disadvantages?

5. How positively or negatively do you think or perceive the consequences of the behaviour?

6. What are the perceptions of what other people (significant others) think you should do for example co-workers, supervisors and management?

7. How motivated are you to please other people (significant others)?