



Tips on Conducting Interviews

To Begin

1. Begin by telling the operative that everything to be discussed is to be kept completely anonymous.
2. Inform the operative that the interview is regarding site safety and will not take up more than ten minutes of their time.

Main - Tips

3. The point of the interview is to get the operative to share his/her opinions on site safety. Limit your own remarks.
4. Use open-ended questions that avoid dead-ended "yes" or "no" responses.

Examples of open-ended questions are to begin the question with "How, where, what can you tell me about, why, what are your thoughts on, what kind of, etc."

5. Ask one question at a time and make the question brief and to the point.
6. Pauses are good. This will give the person a chance to think of what he/she wants to add to their initial response.
7. Note down all responses on a note-pad.
8. If you have thought of a question while the operative is answering your previous one, write the question down rather than interrupting their response.
9. If your operative strays from the subject of safety and you deem it irrelevant, wait for a pause to interrupt and ask another question or take them off course by saying something similar to "before we discuss that issue, I would like to ask"
10. Keep neutral and avoid leading questions.

E.g. A leading question would be "you think wearing PPE is a waste of time don't you?"
A neutral question would be "what are your thoughts on wearing PPE?"

11. There should be no more than one or two interviewees at one time. This is to ensure anonymity of responses and increase the likelihood of them taking the interview seriously.
12. Make sure you watch the clock and don't take up too much of the operatives time.

To End

Thank them for their time and inform them that you will try to provide collective feedback to all.