SWAT Site Visit Protocol

WORKFORCE COMPOSITION DESCRIPTION

Note to Interviewer: This form should be completed using information obtained from the HR director (or someone with this information).

I. Size of Workforce

1a. How many employees work at the site? _____

1b. [If multiple worksite settings]
   How many employees are at the company in all worksites? ________
   About how many at other locations? _______

III. Health insurance coverage

2. Percent of full-time employees covered by health insurance: ____________

3. Percent of part-time employees covered by health insurance: ____________

4. What best describes the insurance status of the worksite?
   [ ] Self Insured
   [ ] Health insurance depends on the risk (claims) of the company
   [ ] Health insurance is community rated

II. Employee Characteristics (Estimates are sufficient for the following items)

5. If relevant (e.g., if program includes email or Internet component):
   Estimate of the percent of employees with Internet access: ____________

If relevant, complete the following:

6. Shift work: What is your estimate of the percentage of workers who work on each shift?
   Day shift: _____   Evening shift: _____
   Night shift _____   Rotating shifts _____

7. Percent male: ______

8a. Average age: ______

8b. About what percent of employees are aged 50 and older _____ %
9. Indicate percent of employees in each of the following racial groups:

White: _____
Black or African American: _____
Asian: ______
American Indian or Alaskan Native: _____
Native Hawaiian or other Pacific Islander: ______
Other: _____

Also, indicate percent of employees who are Hispanic or Latino: _____

10. Percent ESL (English as a second language): _____

11. Job type (indicate percent):

Production/manufacturing: _____
Administrative/clerical: _____
Managerial/technical: _____
Maintenance: _____
Other: _____

12. Estimate of the percent of employees who spend more than half of their work time off site (e.g., truck drivers, delivery personnel, sales and marketing staff; telecommuters): _____

13. Estimate of the percent of employees who travel to and from work by:

Private cars: _____
Walking: _____
Bicycles: _____
Public transportation: _____
Van pools, company vehicles: _____
Other: _____