

## NOTIFICATION OF RESEARCH PARTICIPATION OPPORTUNITY

*Safety & Health Assessment & Research for Prevention (SHARP)*  
PO Box 44330, Olympia, WA 98504-4330, 1-888-667-4277

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Janitors and custodians are at risk for serious work injuries. The SHARP research group at the Department of Labor and Industries was asked by Washington State lawmakers to study:

- your work,
- your workplace, and
- talk to you about hazards you face on the job.

### Why is this research taking place?

Our goal is to identify ways to reduce work-related injuries and illnesses to janitors and custodians, in an effort to create safer and healthier working conditions. We would like to talk to at least 1,000 janitors and custodians to learn about their experiences.

We have hired Pacific Market Research to conduct a survey with janitors and custodians across the state, to learn about your work. We want to learn about all the hazards you face on the job, including bullying, harassment and violence. You were picked because we have identified you as someone who has been employed as a janitor or custodian within the past 12 months.

### What would I be asked to do?

In the next month, you will receive a survey packet in the mail from Pacific Market Research. We ask that you please fill out the survey, it is important that we hear from you. **The survey is voluntary and confidential.** Neither Pacific Market Research nor SHARP will reveal your survey answers to anyone. Your decision about study participation won't affect any legal case or workers' compensation claim you may have. You don't have to take part. If you choose to take part, you can skip questions that you don't want to answer or stop the survey at any time.

It should take about 40 minutes to fill out the questionnaire, and if you complete this survey, you will receive a **\$15 prepaid Visa reward card** (by mail, after participating). We know this is long, but we have questions about many parts of your job. Some workers may have more or less to share, but 40 minutes is an average time to complete the survey. There will be no penalties for refusing to participate, or if you wish to skip questions or stop the interview at any time. You are not required to answer all of the questions to be eligible for the prepaid reward card. All of the information you share will be confidential. We will not share your name or personal information with anyone outside the research team, and none of the information you provide will be shared with your employer. Your name will not be included in any reports we write. The only exception to this is that Washington State Agency Policy requires reporting of threats of harm to self or others. If we use this survey data again in the future for other health and safety research projects, your name and any identifying information will be removed. Your personal contact information will be kept separate from your survey responses and destroyed after we send your prepaid reward card, or within 1 year of participating in the study, unless you specifically agree to be contacted again in the future.

### What are the possible risks or harms if I take part?

In addition to discussing your work tasks, we will be asking about your physical and mental health, and your experiences with discrimination, bullying, and sexual and other types of harassment. For instance, “Do you feel in any way discriminated against on your job because of your race or ethnic origin?” and, “In the past year, were you repeatedly told sexual stories or jokes that were offensive to you?” Our survey may make you uncomfortable or feel stress in discussing your work, however, many workers don’t experience this and enjoy talking about their experiences with us and feel pride in contributing to efforts to improve health and safety conditions for their fellow workers. If you become uncomfortable, you may skip the question, stop the interview, or quit at any time. Again, your data will be kept confidential, and data security precautions (e.g. encrypted drives, password protections, limited access) will be taken to ensure it remains confidential and will not be shared with anyone outside the research team.

### What else do I need to know?

You may call the Washington State Institutional Review Board if you have questions about your rights or concerns/complaints about the research. The Washington State Institutional Review Board oversees this study to make sure that the rights of people who take part are protected. You can call at 1-800-583-8488. You don't have to give your name if you call.

If you have additional questions about this survey, want to learn more about the project, access a list of potential resources, or contact research staff directly, you can also visit the Janitorial Workload Study webpage at: <https://www.lni.wa.gov/Safety/Research/Projects/Janitorial/> or, call Caroline Smith at the SHARP program 1-888-667-4277.

Our research partner Pacific Market Research has also made this survey available to you online, and you can respond to this questionnaire electronically by going to **www.JanitorStudy.com** and entering in the PIN found on the first page of this letter to complete the survey. Pacific Market Research may also contact you via telephone to complete the questionnaire. If you know that you do not want to be called, please call Pacific Market Research at 1-877-321-5874 now and leave a message with the pin number found on the first page of this letter requesting that they take you off the list for the Washington State Janitorial Workload Study, and they will not contact you. You can also email us at [JanitorStudy@LNI.wa.gov](mailto:JanitorStudy@LNI.wa.gov) and provide us your name and phone number, and we will let Pacific Market Research know they should not contact you.

Sincerely,



Caroline Smith  
SHARP Program  
Washington State Department of Labor and Industries