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| **Interview Questions** | | | | | | | | | | | | | | |
| **#** | **Position/Title** | | **Department/Location** | | **F/T** | **P/T** | **Casual** | | **Shift** | **Yrs./Mo** | | **Other** | | |
| i.e.  1 | Manager | | Brooks Operations | | 1 |  |  | | D | 17 yrs. | | Example: Every Monday telephone conference call with all other managers about health and safety. (This interviewees answers will be identified by the number “1”). | | |
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| **Number** | | **Audit Question** | | **Sample Interview Question** | | **Interview # / code** | | **Interview Result** | | | **Comments/Theme** | | |
| The auditor is to determine if the interviewees answer is **N/A**: Not Asked; **+**: Positive; **-** Negative; or **N/C**: Non-Committal; to each specific question. | | | | | | | | | | | | |
| **Element A – Management Involvement and Commitment** | | | | | | *Enter the interviewee # (number) in the appropriate column below for each question.* | | | | | | | |
| A2 | | Are employees made aware of the content within the health and safety policy?  Note: Observation validation requires auditor to find policy is located where indicated by employees. | | How are you informed about the information within the company safety policy?  Where can you find a copy of this policy? | |  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
| A4 | | Are employees at each level aware of their health and safety roles and responsibilities?   1. managers 2. supervisors 3. workers | | What are some of the health and safety roles / responsibilities for your position? | |  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
| A5 | | Are employees aware of legislation that is applicable to the scope of their work, and is it readily available? | | What legislation applies to the work you perform? Where can you access or find a copy of the legislation if needed? | |  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
| A6 | | How are employees advised of their OHS rights and responsibilities?   1. managers 2. supervisors 3. workers   Points awarded based on the % positive responses able to verify knowledge of all three OHS rights.  (Right to participate, right to know, and the right to refuse dangerous work) | | What are your Occupational Health and Safety Rights / Responsibilities? | |  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
| **Element B – Hazard Identification and Risk Assessment** | | | | | | *Enter the interviewee # (number) in the appropriate column below for each question.* | | | | | | |
| B8 | | Do employees participate in the development, review, or revision of the Formal Hazard Assessments?  Interview employees involved in the development or review of FHAs | | When does the Formal Hazard Assessment documents get reviewed or revised?  What prompts this? | |  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
|  | | Choose an item. | | |  | | |
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| B12 | Is a hazard reporting process in use and do the reports include?   1. A description of the hazard and its location 2. An assessment of the risk it represents 3. Control measures needed 4. Interim actions taken 5. Follow-up or sign-off | Describe your hazard reporting program. How are newly identified hazards reported?  What is included in the report? |  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |
| **Element C – Hazard Control** | | | *Enter the interviewee # (number) in the appropriate column below for each question.* | | |
| C4 | Does the company provide training on PPE that includes the use and maintenance of any required PPE? | Were you provided training on the PPE you use? What did that include? |  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |

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| **Element D – Inspections** | | | *Enter the interviewee # (number) in the appropriate column below for each question.* | | |
| D2 | Have inspections been completed and any deficiencies corrected as outlined by the company's written policy? | How are deficient items from inspections corrected? Do you recall an example? |  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |
| D3 | Have employees conducting inspections received training that is appropriate to what is being inspected? | Describe the training you’ve had for items you do inspections on? |  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  | |

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| **Element E – Training** | | | *Enter the interviewee # (number) in the appropriate column below for each question.* | | |
| E2 | Are new employees (including any rehired or transferred employees), contractors and visitors provided with the orientation identified in the Program on/or before the first day of work? | When are orientations completed for newly hired employees?  How about re-hired or transferred employees?  Describe how Contractors or Visitors are orientated. |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| E4 | Is refresher training completed at set intervals? | When was your last refresher training completed? Was this prior to or after the expiration date? |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |

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| **Element F – Emergency Response Plan** | | | *Enter the interviewee # (number) in the appropriate column below for each question.* | | |
| F2 | Has training been provided to employees given specific responsibilities in the Emergency Response Plan?  • Training requirements as applicable and, where identified by legislation (first aid, confined space extraction) | What training have you received on the specific responsibilities you have in an emergency situation? |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| F4 | Are the plan(s) tested at least annually? | When was your last emergency response drill completed? |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |

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| **Element G – Incident/Accident Reporting and Investigation** | | | *Enter the interviewee # (number) in the appropriate column below for each question.* | | |
| G4 | Are Investigations being completed for Incidents and Near-Misses?  Interview employees who have been on a work site where an incident or significant near miss has occurred | Describe any investigations that were initiated when an incident, accident or near miss occurred on a work site you were at. When did the investigation start? |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| **Element H – Communications** | | | *Enter the interviewee # (number) in the appropriate column below for each question.* | | |
| H2 | Are regular two-way communications held with employees at all levels to discuss current safety issues? | Describe the safety meetings held,  Describe how you participate in the safety meetings.  Did you have the opportunity to provide feedback on the topics discussed in the meetings? |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
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| H4 | Has the action plan from the previous audit been implemented?  Interview managers to determine if they are aware of a corrective action plan developed and implemented from the previous year's SECOR/COR audit | Describe the actions taken to correct deficiencies found in your last audit. |  | Choose an item. |  | |
|  | Choose an item. |  | |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| **Element I – Other Affected Parties** | | | *Enter the interviewee # (number) in the appropriate column below for each question.* | | |
| I2 | Is there a process to ensure hazards and controls are communicated to external work site parties?  Interview employees responsible for managing visitors and external work site parties or those responsible for safety communication. | How are hazards and controls communicated to external work site parties? |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |

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| I4 | Is a system in place to monitor other employers under the direction of the contracting employer (if applicable)?  Interview employees responsible for monitoring other employers under the direction of the contracting employer. | How are other employers under your direction monitored for health and safety? |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| **Element J – Health and Safety Representative (HS Rep)** | | | *Enter the interviewee # (number) in the appropriate column below for each question.* | | |
| J3 | Is the HS representative trained in their duties and responsibilities as per legislated requirements?  Interview the HS representative(s) to verify training applicable to their role. | Describe the training you have related to your role as the H&S representative? |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |

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| J4 | Does the HS representative participate in health and safety activities?  Interview HS representative(s) to confirm their involvement in health and safety activities. | What health and safety activities do you participate in with your role as the H&S Rep? |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| J5 | Is there a system in place for the HS representative to address employee health and safety concerns/complaints and provide recommendations to the employer?  Interview managers and HS representative(s) to verify they can explain how they address employee health and safety concerns, complaints and/or recommendations. | How are recommendations/ concerns / complaints brought forth by employees handled? |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |