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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. |       |
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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. |       |
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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. |       |
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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. |       |
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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. |       |
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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. |       |
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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. |       |
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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. |       |
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