Interview Questions

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| **Introduction** | The interview forms which follow are specifically designed for the AFPA Standard Health and Safety Audit.  The forms are designed to keep writing to a minimum. A separate form has been created for all of the different groups you will need to interview to gain required data (Worker, Supervisor, Management, Senior Management, Joint Work Site Health and Safety Committee(s) and Health and Safety Representative(s), and Work Site and Others Parties (at or in the Vicinity of the Work Site). |
| **Question Number** | The question number to the left of each interview question refers to the section and question number in the audit protocol for which this question is being asked, and the area where the final scoring, resulting from the responses to the question, will be inserted. For auditor convenience, audit questions are noted directly above the corresponding interview questions. |
| **Question & Comments** | This is the basic question that needs to be asked and answered. Space exists for recording notable comments made by the interviewees. **Keep in mind that these questions are intended to be ‘a starting point’ only.** Always cross reference the interview questions with the audit protocol question – you may need to probe further to respond directly to the intent of the protocol question! |
| **Response** | This response section allows you to keep a tally as to whether the response from each interviewee was positive (+), negative (-) or non-committal (n.c.). It is important to be as objective as possible when judging which answers fall into which categories, and to ensure that you do not prompt or telegraph the answer you are looking for. Non-committal responses will be considered negative responses for the purpose of determining percentage positive indicators in each interview question. |
| **Confidentiality** | Remember that all interviews must be kept completely confidential. If interviewees have a suspicion that they may be connected to their responses, their responses will be less than candid. It is a good practice to keep these forms secure during the audit, and to destroy them as soon as the audit has been approved following quality assurance review. |
| **Interview Steps** | Introduce yourself and explain the interview purpose and process to the interviewee.  Briefly discuss the interviewee’s background to allow you to customize the questions to the individual’s role and experience. Make notes on key work-related issues in the “Background Information” space. Ask the questions on the forms. Be prepared to reword them if necessary, but take care not to change the intent or to telegraph any bias. If the interviewee does not seem to understand (different from non-committal), be prepared to expand on the question, but once again, take care not to telegraph what you are looking for. Record key words and comments from the various answers in the space under the question. Remember, these words are designed as a memory aid until you can write your report.  Place a tick mark under the “Response” column that best reflects the interviewee’s opinion. Remember that you will eventually have to count all of these ticks, so ensure they are legible and separated.  Continue this way for all interviewees. One set of interview forms should be sufficient to record the interview responses for a complete audit. |
| **Score** | When all interviews are completed, it is your task to evaluate the collection of responses and determine if the score should be granted. In many cases, the audit instructions provide specific guidelines (such as 80% or 90% positive) in order to award the points. In other cases, there are a range of points which can be awarded. You will need to decide how many partial points should be awarded depending on the number and the quality of responses (i.e. percentage of positive indicators). Finally, there may be questions where you will simply have to use your judgement in determining whether the responses meet the intent of the question.  In some cases, the same question is asked of two or more groups. In most cases, it is important to remember to combine the responses for purposes of evaluation. |

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| **Background information:** What areas are you responsible for? How long have you worked here? How long have you been in this position? | | | | |
| Notes: | | | | |
| **1.2** | ***Is the health and safety policy communicated to all employees?*** |  |  |  |
| Do you personally communicate your commitment to employee health and safety as written in the health and safety policy?  If so, how often and what kinds of things would be involved in those communications? |
|  | Notes: |
| **1.5** | ***Are employees knowledgeable about their workplace health and safety responsibilities***   1. ***under applicable legislation?*** |  |  |  |
| Do you have any specific health and safety responsibilities under applicable legislation? If so, please describe them (e.g.: ensuring employees are aware of their legislated OHS rights, preventing harassment and violence in the workplace, providing competent supervision, cooperating with the HSC and/or HSR, as applicable, providing/ensuring appropriate employee training, etc.) |
|  | Notes: |
| 1. ***under company policies?*** |  |  |  |
| Do you have any specific health and safety responsibilities under company policies? If so, please describe them (e.g.: arranging health and safety meetings, reviewing incident reports, inspections, etc.). |
| Notes: |
| **1.6** | ***Do employees understand their occupational health and safety rights?*** |  |  |  |
| Can you explain how the three OHS rights apply to you and the work you do? |
|  | Notes: |
| **1.7** | ***Are senior managers aware of their responsibility for the health and safety of the workers under their supervision?*** |  |  |  |
| Do you have any specific responsibilities toward workers under your supervision and if so, what are they? |
|  | Notes: |
| **1.9a** | ***Do senior managers tour the work site to observe health and safety practices and behaviors (annually / semi-annually)?*** |  |  |  |
| Do you have any responsibility to tour the work site looking for health or safety concerns and examples of positive behaviours and practices? If so, how often would you do that? *(The standards are: annually and semi-annually.)* |
|  | Notes: |
| **2.2** | ***Are senior managers knowledgeable about the critical (high hazard) tasks conducted in the workplace?*** |  |  |  |
| Can you identify the critical tasks conducted in the workplace? *(Senior management should be aware of the most critical tasks in each area – probe for examples associated with each job)* |
|  | Notes: |
| **2.6** | ***When site-specific(field-level) hazard assessments are required, are they:***   1. ***conducted daily, before work begins?*** 2. ***repeated if changes are introduced?*** |  |  |  |
| If it was determined that site-specific hazard assessments are needed, when would they be completed? *(The standards are: daily, before work begins and repeated if conditions change)* |
|  | Notes: |
| **2.10** | ***Is there a system in place whereby employees can report unsafe or unhealthy conditions and practices?*** |  |  |  |
| How do employees report unsafe or unhealthy conditions and practices?  *(This could be through the use of completed inspection reports, direct communication, etc.)* |
|  | Notes: |
| **3.6** | ***Are employees using controls developed for identified health and safety hazards?*** |  |  |  |
| What controls do you use for health and safety hazards? |
|  | Notes: |
| **3.8c** | ***Are employees trained in how to recognize and respond to workplace violence?*** |  |  |  |
| What steps do you take to ensure the safety and well-being of all employees on site? Can you describe some of the key points in your violence prevention plan? |
|  | Notes: |
| **3.9c** | ***Are employees trained in how to recognize and respond to workplace harassment?*** |  |  |  |
| What might workplace harassment look like?  If a worker reported that they were harassed by their co-worker on-site, what steps would you take in response?  What are some key points found within your harassment prevention plan? |
|  | Notes: |
| **5.6** | ***Is key health and safety information readily available to affected external work site parties?*** |  |  |  |
| How is health and safety information made available to affected external work site parties?  *(Information may include hazard assessments, emergency response procedures, investigations, SDSs, first aid supplies and facilities, etc.)* |
|  | Notes: |
| **6.7** | ***Are inspection reports reviewed and signed off by management?*** |  |  |  |
| What happens to the work site inspection reports? *(Probe for specific information about whether the senior manager sees the reports, and whether they sign reports off.)* |
|  | Notes: |
| **7.3** | ***Are employees given emergency response training appropriate to their individual responsibilities?*** |  |  |  |
| Are you, or anyone else in your area, trained in emergency response *(fire control, rescue, first aid)*? Do you believe the training is relevant to your/their specific emergency response responsibilities? |
|  | Notes: |
| **7.4** | ***Are all employees knowledgeable about their responsibilities under the emergency response plan?*** |  |  |  |
| If there was an emergency in your area, how would you respond and what would your specific responsibilities be? *(Compare responses to the written plan.)* |
|  | Notes: |
| **7.5** | ***Are periodic emergency response drills conducted to measure the plan’s effectiveness?*** |  |  |  |
| When was the last emergency drill in which you participated?  *(If there is a frequency standard, this frequency should be checked.)* |
|  | Notes: |
| **8.2** | ***Are employees knowledgeable about the incident reporting process?*** |  |  |  |
| Are you aware of a reporting process for workplace incidents, health occurrences, near misses and work refusals? How does it work? |
|  | Notes: |
| **8.3** | ***Do employees report workplace incidents, health occurrences, near misses and work refusals?*** |  |  |  |
| If you had an incident, health occurrence, or near miss, what would you do? What would you do if a worker refused to conduct a particular task? *(Probe to see if the workplace incident, health occurrence, near miss or dangerous condition would be reported and what senior management would do in response to a work refusal)* |
|  | Notes: |
| **8.11** | ***Are all incident investigation reports reviewed by senior site management and signed off?*** |  |  |  |
| What happens to accident/incident investigation reports once they are completed?  *(If necessary, ask if the interviewee ever sees the final reports, and if review & signoff are required.)* |
|  | Notes: |
| **9.12** | ***Are minutes of committee meetings readily available to employees?*** |  |  |  |
| How are health and safety committee meeting minutes made available to you and other employees? |
|  | Notes: |
| **10.2b** | ***Is key health and safety information readily available to employees?*** |  |  |  |
| How is health and safety information made available to you and your employees? |
|  | Notes: |
| **10.4** | ***Is the information contained in records and statistics used to improve health and safety processes?*** |  |  |  |
| How is your health and safety performance this year as compared to previous years? |
|  | Notes: |
|  | What would you say is your biggest health and safety challenge? *(This question checks awareness and a concrete response to deficiencies noted in the records and statistics.)* |
|  | Notes: |
|  | What has been done to improve your health and safety processes? |
|  | Notes: |
| **10.5** | ***Does senior management conduct an annual review designed to set the strategic direction of the occupational health and safety management system?*** |  |  |  |
| Do you review your workplace health and safety management system? How often and what specific things do you look for?  (*Standard is annually. Probe for review of: records and statistics, program review/audit results, recommendations for improvements and development of a health and safety plan for the following year*) |
|  | Notes: |
| **10.6** | ***Have sufficient resources been allocated to occupational health and safety?*** |  |  |  |
| How would you evaluate the level of resources available toward meeting health & safety objectives/goals? *(Resource examples: budget, staffing, committee activities, etc.)* |
|  | Notes: |

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| **Background information:** What areas are you responsible for? How long have you worked here? How long have you been a manager? | | | | | |
| Notes: | | | | | |
| **1.2** | ***Is the health and safety policy communicated to all employees?*** | |  |  |  |
| Is the company’s commitment to health and safety, as written in the health and safety policy, communicated to you? If so, how often and what kinds of things would be involved in those communications? | |
|  | Notes: | |
| **1.5** | ***Are employees knowledgeable about their workplace health and safety responsibilities***   1. ***under applicable legislation?*** | |  |  |  |
| Do you have any specific health and safety responsibilities under applicable legislation? If so, please describe them (e.g.: ensuring employees are aware of their legislated OHS rights, preventing harassment and violence in the workplace, providing competent supervision, cooperating with the HSC and/or HSR, as applicable, providing/ensuring appropriate employee training, etc.) | |
|  | Notes: | |
| 1. ***under company policies?*** | |  |  |  |
| Do you have any specific health and safety responsibilities under company policies? If so, please describe them (e.g.: arranging health and safety meetings, reviewing incident reports, inspections, etc.). | |
| Notes: | |
| **1.6** | ***Do employees understand their occupational health and safety rights?*** | |  |  |  |
| Can you explain how the three OHS rights apply to you and the work you do? | |
|  | Notes: | |
| **1.7** | ***Are senior managers aware of their responsibility for the health and safety of the workers under their supervision?*** | |  |  |  |
| Do you have any specific responsibilities toward workers under your supervision and if so, what are they? | |
|  | Notes: | |
| **1.9b** | ***Do middle managers tour the work site to observe health and safety practices and behaviors (ever 3 or 6 months)?*** | |  |  |  |
| Do you have any responsibility to tour the work site looking for health or safety concerns and examples of positive behaviours and practices? If so, how often would you do that? *(The standards are: every 3 months and every 6 months.)* | |
|  | Notes: | |
| **2.3** | ***Are managers involved in the formal hazard assessment process?*** | |  |  |  |
| Are you or any other managers involved in hazard assessments? What was the involvement? *(Auditor may have to explain hazard assessment)* | |
|  | Notes: | |
| **2.6** | ***When site-specific(field-level) hazard assessments are required, are they:***   1. ***conducted daily, before work begins?*** 2. ***repeated if changes are introduced?*** | |  |  |  |
| If it was determined that site-specific hazard assessments are needed, when would they be completed? *(The standards are: daily, before work begins and repeated if conditions change)* | |
|  | Notes: | |
| **2.10** | ***Is there a system in place whereby employees can report unsafe or unhealthy conditions and practices?*** | |  |  |  |
| How do employees report unsafe or unhealthy conditions and practices?  *(This could be through the use of completed inspection reports, direct communication, etc.)* | |
|  | Notes: | |
| **3.5** | ***Are managers and workers involved in the formal hazard control process?*** | |  |  |  |
| Are you or any other managers and workers involved in the hazard control process? What was the involvement? *(Auditor may information from 2.2 where questions re: hazard assessment were asked but probe for type of involvement – committees, teams, etc.)* | |
|  | Notes: | |
| **3.6** | ***Are employees using controls developed for identified health and safety hazards?*** | |  |  |  |
| What controls do you use for health and safety hazards? | |
|  | Notes: | |
| **3.8c** | ***Are employees trained in how to recognize and respond to workplace violence?*** | |  |  |  |
| What steps do you take to ensure the safety and well-being of all employees on site? Can you describe some of the key points in the violence prevention plan? | |
|  | Notes: | |
| **3.9c** | ***Are employees trained in how to recognize and respond to workplace harassment?*** | |  |  |  |
| What might workplace harassment look like?  If a worker reported that they were harassed by their co-worker on-site, what steps would you take in response?  What are some key points found within the harassment prevention plan? | |
|  | Notes: | |
| **5.6** | ***Is key health and safety information readily available to affected external work site parties?*** | |  |  |  |
| How is health and safety information made available to affected external work site parties?  *(Information may include hazard assessments, emergency response procedures, investigations, SDSs, first aid supplies and facilities, etc.)* | |
|  | Notes: | |
| **6.2a** | ***Are inspections conducted in accordance with the policy*** ***by managers?*** | |  |  |  |
| Do you ever undertake a formal health and safety inspection personally? If so, how often do you do this? *(Compare to the frequency listed in the formal inspection process)* | |
|  | Notes: | |
|  | What types of things do you look for? *(Probe for specific details regarding observations of OHS behaviours and conditions)* | |  |  |  |
|  | Notes: | |
| **6.7** | ***Are inspection reports reviewed and signed off by management?*** | |  |  |  |
| What happens to the work site inspection reports? *(Probe for specific information about whether the senior manager sees the reports, and whether they sign reports off.)* | |
|  | Notes: | |
| **6.8** | ***Is there a system in place whereby management ensures ongoing compliance with the OHS Act, Regulation and Code, and company health and safety standards?*** | |  |  |  |
| How do you ensure compliance with health & safety regulations and company health and safety standards? | |
|  | Notes: | |
| **7.3** | ***Are employees given emergency response training appropriate to their individual responsibilities?*** | |  |  |  |
| Are you, or anyone else in your area, trained in emergency response *(fire control, rescue, first aid)*? Do you believe the training is relevant to your/their specific emergency response responsibilities? | |
|  | Notes: | |
| **7.4** | ***Are all employees knowledgeable about their responsibilities under the emergency response plan?*** | |  |  |  |
| If there was an emergency in your area, how would you respond and what would your specific responsibilities be? *(Compare responses to the written plan.)* | |
|  | Notes: | |
| **7.5** | ***Are periodic emergency response drills conducted to measure the plan’s effectiveness?*** | |  |  |  |
| When was the last emergency drill in which you participated?  *(If there is a frequency standard, this frequency should be checked.)* | |
|  | Notes: | |
| **8.2** | ***Are employees knowledgeable about the incident reporting process?*** | |  |  |  |
| Are you aware of a reporting process for workplace incidents, health occurrences, near misses and work refusals? How does it work? | |
|  | Notes: | |
| **8.3** | ***Do employees report workplace incidents, health occurrences, near misses and work refusals?*** | |  |  |  |
| What would you do If you had a workplace incident, health occurrence or near miss or if you identified a dangerous condition at the work site? *(Probe to see if the incident, health occurrence, near miss or dangerous condition would be reported)* | |
|  | Notes: | |
| **8.7a** | ***Are managers and supervisors involved in incident investigations?*** |  | |  |  |
| If there was an incident in your area, would you be involved in the investigation? *(Example: taking statements, making measurements, taking pictures, writing reports.)*  If yes, describe a recent situation, and/or describe what you would be doing. |
|  | Notes: |
| **8.11** | ***Are all incident investigation reports reviewed by senior site management and signed off?*** | |  |  |  |
| What happens to accident/incident investigation reports once they are completed?  *(If necessary, ask if the interviewee ever sees the final reports, and if review & signoff are required by senior management.)* | |
|  | Notes: | |
| **9.12** | ***Are minutes of committee meetings readily available to employees?*** | |  |  |  |
| How are health and safety committee meeting minutes made available to you and other employees? | |
|  | Notes: | |
| **10.2b** | ***Is key health and safety information readily available to employees?*** | |  |  |  |
| How is health and safety information made available to you and other employees? | |
|  | Notes: | |
| **10.4** | ***Is the information contained in records and statistics used to improve health and safety processes?*** | |  |  |  |
| How is your health and safety performance this year as compared to previous years? | |
|  | Notes: | |
|  | What would you say is your biggest health and safety challenge? *(This question checks awareness and a concrete response to deficiencies noted in the records and statistics.)* | |
|  | Notes: | |
|  | What has been done to improve your health and safety processes? | |
|  | Notes: | |
| **10.6** | ***Have sufficient resources been allocated to occupational health and safety?*** | |  |  |  |
| How would you evaluate the level of resources available toward meeting health & safety objectives/goals? *(Resource examples: budget, staffing, committee activities, etc.)* | |
|  | Notes: | |

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| **Background information:** How long have you worked here? How long have you been a supervisor? What area do you work in? | | | | | | | |
| Notes: | | | | | | | |
| **1.2** | ***Is the health and safety policy communicated to all employees?*** |  | | |  | |  |
| Do you personally communicate your commitment to employee health and safety as written in the health and safety policy?  If so, how often and what kinds of things would be involved in those communications? |
|  | Notes: |
| **1.5** | ***Are employees knowledgeable about their workplace health and safety responsibilities***   1. ***under applicable legislation?*** |  | | |  | |  |
| Do you have any specific health and safety responsibilities under applicable legislation? If so, please describe them (e.g.: ensuring employees are aware of their legislated OHS rights, preventing harassment and violence in the workplace, providing competent supervision, cooperating with the HSC and/or HSR, as applicable, providing/ensuring appropriate employee training, etc.) |
|  | Notes: |
| 1. ***under company policies?*** |  | | |  | |  |
| Do you have any specific health and safety responsibilities under company policies? If so, please describe them (e.g.: inspect, organize tool box meetings, investigate, train, etc.). |
| Notes: |
| **1.6** | ***Do employees understand their occupational health and safety rights?*** |  | | |  | |  |
| Can you explain how the three OHS rights apply to you and the work you do? |
|  | Notes: |
| **1.7** | ***Are senior managers aware of their responsibility for the health and safety of the workers under their supervision?*** |  | | |  | |  |
| Do you have any specific responsibilities toward workers under your supervision and if so, what are they? |
|  | Notes: |
| **1.8** | ***Does senior management communicate to workers the following at least once annually:***  ***(Why health and safety is important and who it affects/The company’s commitment to health and safety?*** |  | | |  | |  |
| Does senior management/your boss/the owner ever communicate with you about health and safety? What do they say? How often?  *(Look for statements of importance and corporate commitment at least annually.)* |
|  | Notes: |
| **1.9c** | ***Do supervisors tour the work site to observe health and safety practices and behaviors (daily/weekly)?*** |  | |  | |  | |
| Do you have any responsibility to tour the work site looking for health or safety concerns and examples of positive behaviours and practices? If so, how often would you do that? *(The standards are: daily and weekly.)* |
|  | Notes: |
| **2.3** | ***Are supervisors involved in the formal hazard assessment process?*** |  | |  | |  | |
| Are you or any other supervisors involved in hazard assessments? What was the involvement? *(Auditor may have to explain hazard assessment)* |
|  | Notes: |
| **2.6** | ***When site-specific(field-level) hazard assessments are required, are they:***   1. ***conducted daily, before work begins?*** 2. ***repeated if changes are introduced?*** |  | |  | |  | |
| If it was determined that site-specific hazard assessments are needed, when would they be completed? *(The standards are: daily, before work begins and repeated if conditions change)* |
|  | Notes: |
| **2.10** | ***Is there a system in place whereby employees can report unsafe or unhealthy conditions and practices?*** |  | |  | |  | |
| How do employees report unsafe or unhealthy conditions and practices?  *(This could be through the use of completed inspection reports, direct communication, etc.)* |
|  | Notes: |
| **3.6** | ***Are employees using controls developed for identified health and safety hazards?*** |  | |  | |  | |
| What controls do you use for health and safety hazards? |
|  | Notes: |
| **3.7** | ***Do supervisors enforce the use of hazard controls?*** |  | |  | |  | |
| How do you ensure workers are using the prescribed hazard controls? |
|  | Notes: |
| **3.8c** | ***Are employees trained in how to recognize and respond to workplace violence?*** |  | |  | |  | |
| What would you do if you witnessed provoked or unprovoked violence in the workplace? What would that look like? Can you describe some of the key points in the company’s violence prevention plan? |
|  | Notes: |
| **3.9c** | ***Are employees trained in how to recognize and respond to workplace harassment?*** |  | |  | |  | |
| What might workplace harassment look like?  If a worker reported that they were harassed by their co-worker on-site, what steps would you take in response?  What are some key points found within your harassment prevention plan? |
|  | Notes: |
| **4.3** | ***Do supervisors ensure that workers under their supervision have received their orientation(s)?*** |  | |  | |  | |
| Do you ensure that orientation is provided to workers under your supervision? |
|  | Notes: |
| **4.6** | ***When workers are re-assigned or when operational changes require it, are they given job-specific training to ensure they are competent to carry out their assignment?*** |  | |  | |  | |
| When someone is transferred, given a new job, or there are operational changes on-site is there additional training provided? *(Provide a site-specific example.)* Please describe the training. |
|  | Notes: |
| **4.9** | ***Have supervisors received training designed to support their role?*** |  | |  | |  | |
| What training have you had for your job as a supervisor? *(Examples of training should include: hazard identification, effective inspection methods, incident investigation, communication strategies, conducting meetings, enforcement/ discipline, etc.)* |
|  | Notes: |
| **5.6** | ***Is key health and safety information readily available to affected external work site parties?*** |  | |  | |  | |
| How is health and safety information made available to affected external work site parties?  *(Information may include hazard assessments, emergency response procedures, investigations, SDSs, first aid supplies and facilities, etc.)* |
|  | Notes: |
| **6.2a** | ***Are inspections conducted in accordance with the policy*** ***by supervisors?*** |  | |  | |  | |
| Do you ever undertake a formal health and safety inspection personally? If so, how often do you do this? |
|  | Notes: |
|  | What types of things do you look for? *(Probe for specific details regarding observations of OHS behaviours and conditions)* | |  |  | |  | |
|  | Notes: | |
| **7.3** | ***Are employees given emergency response training appropriate to their individual responsibilities?*** |  | |  | |  | |
| Are you, or anyone else in your area, trained in emergency response *(fire control, rescue, first aid)*? Do you believe the training is relevant to your/their specific emergency response responsibilities? |
|  | Notes: |
| **7.4** | ***Are all employees knowledgeable about their responsibilities under the emergency response plan?*** |  | |  | |  | |
| If there was an emergency in your area, how would you respond and what would your specific responsibilities be? *(Compare responses to the written plan.)* |
|  | Notes: |
| **7.5** | ***Are periodic emergency response drills conducted to measure the plan’s effectiveness?*** |  | |  | |  | |
| When was the last emergency drill in which you participated?  *(If there is a frequency standard, this frequency should be checked.)* |
|  | Notes: |
| **8.2** | ***Are employees knowledgeable about the incident reporting process?*** |  | |  | |  | |
| Are you aware of a reporting process for workplace incidents, health occurrences, near misses and work refusals? How does it work? |
|  | Notes: |
| **8.3** | ***Do employees report workplace incidents, health occurrences, near misses and work refusals?*** |  | |  | |  | |
| What would you do if you had an incident, health occurrence or near miss or if you identified a dangerous condition at the work site? *(Probe to see if the incident, health occurrence, near miss or dangerous condition would be reported)* |
|  | Notes: |
| **8.6** | ***Have the persons investigating incidents been trained in incident investigation and cause analysis techniques?*** |  | |  | |  | |
| Did you receive training in incident investigation and cause analysis techniques? |
|  | Notes: |
| **8.7a** | ***Are managers and supervisors involved in incident investigations?*** |  | |  | |  | |
| If there was an incident in your area, would you be involved in the investigation? *(Example: taking statements, making measurements, taking pictures, writing reports.)*  If yes, describe a recent situation, and/or describe what you would be doing. |
|  | Notes: |
| **9.12** | ***Are minutes of committee meetings readily available to employees?*** |  | |  | |  | |
| How are health and safety committee meeting minutes made available to you and other employees? |
|  | Notes: |
| **10.2b** | ***Is key health and safety information readily available to employees?*** |  | |  | |  | |
| How is health and safety information made available to you and other employees? |
|  | Notes: |
| **10.6** | ***Have sufficient resources been allocated to occupational health and safety?*** |  | |  | |  | |
| How would you evaluate the level of resources available toward meeting health & safety objectives/goals? *(Resource examples: budget, staffing, committee activities, etc.)* |
|  | Notes: |
| **10.7** | ***Are employees accountable for their individual health and safety responsibilities?*** |  | |  | |  | |
| How are you held accountable for your health and safety responsibilities? |
|  | Notes: |

|  |  |  |  |  |  |  |  |  |  |
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| **Background information:** What do you do? What department are you in? How long have you been with the company? | | | | | | | | | |
| Notes: | | | | | | | | | |
| **1.2** | ***Is the health and safety policy communicated to all employees?*** |  | | | |  | | |  |
| Do you know whether or not the company has a health and safety policy? Can you list some of the key points written in the health and safety policy? |
|  | Notes: |
| **1.5** | ***Are employees knowledgeable about their workplace health and safety responsibilities***   1. ***under applicable legislation?*** |  | | | |  | | |  |
| Do you have any specific health and safety responsibilities under applicable legislation? If so, please describe them (e.g.: protect the health and safety of themselves and other workers, cooperating with their supervisor/employer, preventing harassment and violence in the workplace, use all devices and wear all required PPE for worker protection, report unsafe/harmful acts or condition on-site, participate in required training, etc.) |
|  | Notes: |
| 1. ***under company policies?*** |  | | | |  | | |  |
| Do you have any specific health and safety responsibilities under company policies? If so, please describe them (e.g.: inspect, participate in tool box meetings, participate in site-specific hazard assessments, investigate, etc.). |
| Notes: |
| **1.6** | ***Do employees understand their occupational health and safety rights?*** |  | | | |  | | |  |
| Can you explain how the three OHS rights apply to you and the work you do? |
|  | Notes: |
| **1.8** | ***Does senior management communicate to workers the following at least once annually:***  ***(Why health and safety is important and who it affects/The company’s commitment to health and safety?*** |  | | | |  | | |  |
| Does senior management/your boss/the owner ever communicate with you about health and safety? What do they say? How often?  *(Look for statements of importance and corporate commitment at least annually.)* |
|  | Notes: |
| **2.3** | ***Are workers involved in the formal hazard assessment process?*** |  | | | |  | | |  |
| Are you or any other workers involved in hazard assessments? What was the involvement? *(Auditor may have to explain hazard assessment.)* |
|  | Notes: |
| **2.6** | ***When site-specific(field-level) hazard assessments are required, are they:***   1. ***conducted daily, before work begins?*** 2. ***repeated if changes are introduced?*** |  | | | |  | | |  |
| How often are site-specific hazard assessments needed on-site and when would they be completed? *(The standards are: daily, before work begins and repeated if conditions change)* |
|  | Notes: |
| **2.10** | ***Is there a system in place whereby employees can report unsafe or unhealthy conditions and practices?*** |  | | | |  | | |  |
| How do employees report unsafe or unhealthy conditions and practices? |
|  | Notes: |
| **3.5** | ***Are workers involved in the formal hazard control process?*** |  | | | |  | | |  |
| Are you or any other workers ever involved in controlling health or safety hazards? *(Example: developing safe work procedures, changing a process, determining proper PPE.)* Please give an example. |
|  | Notes: |
| **3.6** | ***Are employees using controls developed for identified health and safety hazards?*** |  | | | |  | | |  |
| What controls do you use for health and safety hazards? |
|  | Notes: |
| **3.7** | ***Do supervisors enforce the use of hazard controls?*** |  | | | |  | | |  |
| If you weren’t using the right PPE for the job or were not following the correct procedure, what would the consequences be? *(Probe for supervisor enforcement of controls)* |
|  | Notes: |
| **3.8c** | ***Are employees trained in how to recognize and respond to workplace violence?*** |  | | | |  | | |  |
| Have you been trained to identify workplace violence? How would you respond to violence in your workplace? |
|  | Notes: |
| **3.9c** | ***Are employees trained in how to recognize and respond to workplace harassment?*** |  | | | |  | | |  |
| What might workplace harassment look like?  What steps would you take if you were harassed in the workplace? |
|  | Notes: |
| **3.12** | ***Is there as system in place that ensures defective equipment is taken out of service?*** |  | | | |  | | |  |
| What do you do with defective tools and equipment? |
|  | Notes: |
| **4.1** | ***Are critical health and safety issues (e.g. emergency evacuation procedures, alarm systems, hazard reporting, etc.) addressed prior to starting regular duties?*** |  | | | |  | | |  |
| When does a new worker get told about things like evacuation procedures, first aid services, and fire response? |
|  | Notes: |
| **4.2a** | ***Are workers given general orientation that includes:***   1. ***company policies and procedures?*** |  | | | |  | | |  |
| Is there a health and safety orientation for new workers in this organization?  Can you tell me a bit about what was included in the health and safety orientation *(Looking for policies and procedures)*? |
|  | Notes: |
| **4.2b** | ***Are workers given general orientation that includes:***   1. ***company enforcement procedures*** |  | | | |  |  | | |
| Do you know if this company has an enforcement policy?  In your own words, what does it say and how does it work? |
|  | Notes: |
| **4.2c** | ***Are workers given general orientation that includes:***   1. ***worker occupational health and safety rights (right to know, right to participate and right to refuse dangerous work)?*** |  | | | |  |  | | |
| What would you do if you considered a situation too dangerous to work in?  When does a worker get told about occupational health and safety rights? |
|  | Notes: |
| **4.5a-c** | ***Are workers given job-specific health and safety training that includes job responsibilities, specific job hazards and controls?*** |  | | | |  |  | | |
| What kind of training about your job have you had? (*Give an example*.) Describe the training you had and explain how useful it has been. (*Looking for job responsibilities, specific job hazards and health and safety controls*) |
|  | Notes: |
| **4.6** | ***When workers are re-assigned or when operational changes require it, are they given job-specific training to ensure they are competent to carry out their assignment?*** |  | | | |  |  | | |
| When someone is transferred, given a new job, or there are operational changes on-site is there additional training provided? *(Provide a site-specific example.)* Please describe the training. |
|  | Notes: |
| **6.2b** | ***Are inspections conducted in accordance with the policy*** ***by workers?*** |  | | | |  | | |  |
| Are you or other workers ever involved in health and safety inspections? How often? How are they done? *(Compare to the frequency listed in the formal inspection process)* |
|  | Notes: |
| **6.8** | ***Is there a system in place whereby management ensures ongoing compliance with the OHS Act, Regulation and Code, and company health and safety standards?*** |  | | | |  |  | | |
| How do managers ensure compliance with health and safety legislation and company health and safety standards? |
|  | Notes: |
| **7.3** | ***Are employees given emergency response training appropriate to their individual responsibilities?*** | |  | |  | | | |  |
| Are you, or anyone else in your area, trained in emergency response *(fire control, rescue, first aid)*? Do you believe the training is relevant to your/their specific emergency response responsibilities? | |
|  | Notes: | |
| **7.4** | ***Are all employees knowledgeable about their responsibilities under the emergency response plan?*** |  | | | |  | | |  |
| If there was an emergency in your area, how would you respond and what would your specific responsibilities be? *(Compare responses to the written plan.)* |
|  | Notes: |
| **7.5** | ***Are periodic emergency response drills conducted to measure the plan’s effectiveness?*** |  | | | |  | | |  |
| When was the last emergency drill in which you participated?  *(If there is a frequency standard, this frequency should be checked.)* |
|  | Notes: |
| **8.2** | ***Are employees knowledgeable about the incident reporting process?*** |  | | | |  | | |  |
| Are you aware of a reporting process for workplace incidents, health occurrences, near misses and work refusals? How does it work? |
|  | Notes: |
| **8.3** | ***Do employees report workplace incidents, health occurrences, near misses and work refusals?*** |  | | | |  | | |  |
| What would you do if you had an incident, health occurrence or near miss or if you identified a dangerous condition at the work site? *(Probe to see if the incident, health occurrence, near miss or dangerous condition would be reported)* |
|  | Notes: |
| **8.6** | ***Have the persons investigating incidents been trained in incident investigation and cause analysis techniques?*** |  | | | |  | | |  |
| Did you receive training in incident investigation and cause analysis techniques? |
|  | Notes: |
| **8.7b** | ***Are workers involved in incident investigations?*** |  | | | |  | | |  |
| If there was an incident in your area, would you be involved in the investigation? (Example: taking statements, making measurements, taking pictures, writing reports.)  If yes, describe a recent situation, or your knowledge of what you would be doing. |
|  | Notes: |
| **8.12** | ***Are incident investigation results communicated to employees?*** |  | | | |  | | |  |
| After an accident/incident investigation is over are you normally (ever) made aware of the results? If so, how is this information communicated to you? |
|  | Notes: |
| **9.9** | ***Are members of the committee and/or health and safety representatives involved in all legislated committee duties?*** |  | | | |  | | |  |
| What kinds of things does the health and safety committee or HS representative(s) do?  *(Probe for types of activities: issues resolution including receipt, consideration and disposition of concerns and complaints; hazard identification and communication; hazard control; training and promotion of health and safety issues; inspections; incident investigations; officer directed activities)* |
|  | Notes: |
| **9.10** | ***Are health and safety concerns and/or complaints resolved in a timely manner?*** |  | |  | | | |  | |
| What action is taken on issues that come before the (committee) or (the health and safety representative)? Do you feel that concerns and complaints are resolved in a timely manner? |
|  | Notes: |
| **9.12** | ***Are minutes of committee meetings readily available to employees?*** |  | |  | | | |  | |
| How are health and safety committee meeting minutes made available to you and other employees? |
|  | Notes: |
| **10.1a** | ***Is there a system in place to ensure management communicates health and safety issues (including improvements) to employees?*** |  | |  | | | |  | |
| If there were health and safety issues or improvements made on site, how would you know? *(Probe to look for management communication of issues and improvements – this could be through bulletins, meetings, newsletters, posters, etc.)* |
|  | Notes: |
| **10.1b** | ***Is there a system in place to ensure feedback is sought from employees?*** |  | |  | | | |  | |
| How can you provide feedback on health and safety issues? *(Could be through health and safety meetings, suggestion boxes, contacts with supervisor, etc.)* |
|  | Notes: |
| **10.1c** | ***Is there a system in place to ensure changes to hazard controls are communicated to affected workers?*** |  | |  | | | |  | |
| If hazard controls in your area change, what process is used to let you know? |
|  | Notes: |
| **10.d** | ***Is there a system in place to ensure results from OHS management system evaluations are communicated to affected employees?*** |  | |  | | | |  | |
| Are results from audits and other evaluations communicated to you? *(Probe for knowledge of corrective actions and improvements arising from these audits)* |
|  | Notes: |
| **10.2b** | ***Is key health and safety information readily available to employees?*** |  | |  | | | |  | |
| How is health and safety information made available to you and other employees? |
|  | Notes: |
| **10.6** | ***Have sufficient resources been allocated to occupational health and safety?*** |  | | | |  | | |  |
| How would you evaluate the level of resources available toward meeting health & safety objectives/goals? *(Resource examples: budget, staffing, committee activities, etc.)* |
|  | Notes: |
| **10.7** | ***Are employees accountable for their individual health and safety responsibilities?*** |  | | | |  | | |  |
| How are you held accountable for your health and safety responsibilities? |
|  | Notes: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Background information:** How long/often have you been dealing with this organization? What business are you in? | | | | | |
| Notes: | | | | | |
| **5.4** | ***Are employers and self-employed persons under the direction of the contracting employer (company) aware of the company health and safety policy?*** |  |  | |  |
| Is the company’s commitment to health and safety (as written in the health and safety policy) communicated to you? If so, how often and what kinds of things would be involved in those communications? |
|  | Notes: |
| **5.5a** | ***Is key health and safety information communicated to affected external work site parties regarding:***   1. ***work site hazards and controls?*** |  |  | |  |
| Does the company discuss work site hazards and the methods used to control those hazards with you? |
|  | Notes: |
| **5.5b** | ***Is key health and safety information communicated to affected external work site parties regarding:***   1. ***health and safety responsibilities while on-site?*** |  |  | |  |
| Do you have any specific health and safety responsibilities? If so, please describe them  (e.g.: inspection, reporting, etc.). |
|  | Notes: |
| **5.5c** | ***Is key health and safety information communicated to affected external work site parties regarding:***   1. ***operational changes that may affect their health and safety while on-site?*** |  |  | |  |
| If something changes that could affect your health and safety while working on-site, how would this information be given to you? |
|  | Notes: |
| **5.6** | ***Is key health and safety information readily available to affected external work site parties?*** |  | |  |  |
| How is health and safety information made available to you?  *(Information may include hazard assessments, emergency response procedures, investigations, SDSs, first aid supplies and facilities, etc.)* |
|  | Notes: |  |  | |
| **5.7b** | ***Where there are employers and self-employed persons under the direction of the contracting employer (company) involved on the work site, is there:***   1. ***a process for dealing with non-compliance?*** |  |  | |  |
| What happens if you deviate from the contracting company’s policy(ies)? *(Look for some type of enforcement/process to deal with non-compliance)* |
|  | Notes: |

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| **5.3a** | ***Is there a process in place to ensure the health and safety of visitors?*** |  |  | |  |
| **Ask a random sample of SITE VISITORS:**  What health and safety information was provided to you when you entered this work site? |
|  | Notes: |
|  | **Ask the person(s) responsible for visitor orientation delivery:** |  |  | |  |
| What health and safety information do you provide when visitors enter your work site? |
|  | Notes: |
| **9.6** | ***Are members of the health and safety committee and/or health and safety representatives given training relevant to their responsibilities?*** |  | |  |  |
| **Ask a member of the JOINT WORK SITE HEALTH AND SAFETY COMMITTEE or HEALTH AND SAFETY REPRESENTATIVE:**  Were you given any training to help you assume your position as a member of this committee or as the health and safety representative? Is so, what kinds of training?  *(Probe for types of health and safety training programs, seminars and/or other courses of instruction)* |
|  | Notes: |
| **9.7** | ***Are committee members and health and safety representative(s) aware of their responsibilities in accordance with their role?*** |  | |  |  |
| **Ask a member of the JOINT WORK SITE HEALTH AND SAFETY COMMITTEE or HEALTH AND SAFETY REPRESENTATIVE:**  What are your responsibilities as a health and safety committee member or health and safety representative? |
|  | Notes: |
| **9.9** | ***Are members of the committee and/or health and safety representatives involved in all legislated committee duties?*** |  | |  |  |
| **Ask a member of the JOINT WORK SITE HEALTH AND SAFETY COMMITTEE or HEALTH AND SAFETY REPRESENTATIVE:**  What health and safety activities are performed by the HSC members or HS representative(s)?  *(Probe for types of activities: issues resolution including receipt, consideration and disposition of concerns and complaints; hazard identification and communication; hazard control; training and promotion of health and safety issues; inspections; incident investigations; officer directed activities)* |
|  | Notes: |
| **9.10** | ***Are health and safety concerns and/or complaints resolved in a timely manner?*** |  | |  |  |
| **Ask a member of the JOINT WORK SITE HEALTH AND SAFETY COMMITTEE or HEALTH AND SAFETY REPRESENTATIVE:**  What process does the committee use to prioritize and address health and safety concerns and complaints? Are concerns and complaints resolved in a timely manner? *(Consider the complexity of the concerns/complaints to determine timeliness)* |
| Notes: |