A picture containing chart

Description automatically generatedInterview 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 Health and Safety Committee or Health and Safety Representative, and any other Work Site Party. |
| **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? (Verification only)*** | |  |  |  |
| What controls do you use for health and safety hazards? | |
|  | Notes: | |
|  | What types of things do you look for? *(Probe for specific details regarding observations of OHS behaviours and conditions)* | |  |  |  |
|  | 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: | |
| **8.2** | ***Are employees knowledgeable about the incident reporting process?*** | |  |  |  |
| Are you aware of a process for reporting workplace incidents, occupational illnesses, near misses and work refusals? How does it work? | |
|  | Notes: | |
| **9.10** | ***Are minutes of committee meetings readily available to employees?*** | |  |  |  |
| How are health and safety committee meeting minutes made available to you and your employees? | |
|  | Notes: | |
| **10.3** | ***Is key health and safety information readily available to employees?*** | |  |  |  |
| How is health and safety information made available to you and your employees? | |
|  | Notes: | |
| **10.5** | ***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** | ***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: | |
| **10.7** | ***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: | |
| **10.8** | ***Are employees accountable for their individual health and safety responsibilities?*** |  | |  |  |
| How are you held accountable for your health and safety responsibilities?  *(Example: Accepting responsibility for their actions, taking ownership if things don’t go as planned, communicating openly (transparency), clarifying roles, following through on commitments, meeting deadlines, etc.).* |
|  | Notes: |
| **10.11** | ***Are results from occupational health and safety management system evaluations communicated to affected employees?*** | |  |  |  |
| How are the results from audits and other evaluations communicated to affected employees? | |
|  | 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 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: |
| **2.3a** | ***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? *(Probe for type of involvement – committees, teams, etc.)* |
|  | Notes: |
| **5.4a-c** | ***Is key health and safety information communicated to affected external work site parties regarding:***   1. ***work site hazards and controls?*** 2. ***health and safety responsibilities while on site?*** 3. ***c) operational changes that may affect their health and safety while on-site?*** |  | |  |  |
| How is health and safety information communicated to affected external work site parties? *(Probe for how a), b), and c) above are communicated.)*  (*External work site parties may include contracted employers, suppliers, service providers, etc*.) |
|  | Notes: |
| **5.5** | ***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: |
| **5.6b** | ***Where there are contracted employers involved on the work site, is there a process for dealing with non-compliance?*** |  | |  |  |
| What process is in place to deal with non-compliance in contracted employers/workers? |
|  | Notes: |
| **6.2b** | ***Are formal inspections conducted in accordance with the policy*** ***and/or process*** ***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** | ***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: |
| **7.4** | ***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: |
| **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: |
| **8.7a** | ***Are managers 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: | |
| **9.8c** | ***Is the committee or health and safety representative functioning in accordance with legislation? Are recommendations made to management regarding the health and safety or workers?*** |  | |  |  |
| How does the health and safety committee (or representative) make recommendations to you regarding the health and safety of workers? |
|  | Notes: |
| **9.10** | ***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: |
| **10.3** | ***Is key health and safety information readily available to employees?*** |  | |  |  |
| How is health and safety information made available to you and other employees? |
|  | Notes: |
| **10.5** | ***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: |
| **10.7** | ***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: |
| **10.8** | ***Are employees accountable for their individual health and safety responsibilities?*** | |  |  |  |
| How are you held accountable for your health and safety responsibilities?  *(Example: Accepting responsibility for their actions, taking ownership if things don’t go as planned, communicating openly (transparency), clarifying roles, following through on commitments, meeting deadlines, etc.).* | |
|  | Notes: | |
| **10.11** | ***Are results from occupational health and safety management system evaluations communicated to affected employees?*** |  | |  |  |
| How are the results from audits and other evaluations communicated to affected employees? |
|  | 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 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? Do you personally communicate the health and safety policy to workers? |
|  | 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 supervisors 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:***   1. ***Why health and safety is important and who it affects*** 2. ***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: |
| **2.3b** | ***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: |
| **3.7** | ***Do supervisors enforce the use of hazard controls?*** |  | |  | |  | |
| How do you ensure workers are using the prescribed hazard controls? |
|  | Notes: |
| **3.8** | ***Are changes to hazard controls communicated to affected workers?*** |  | |  | |  | |
| How do you communicate changes in hazards controls to workers under your supervision? |
|  | 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: |
| **4.7** | ***Is there a process to assess the competency of new and re-assigned workers?*** |  | |  | |  | |
| When someone is new to the company or they are re-assigned to a new area on site, is there a way to determine if they are competent to perform the work assigned? *(Probe to see if a practical demonstration by the trainee is completed to assess their knowledge and skill)* |
|  | 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: |
| **5.4a-c** | ***Is key health and safety information communicated to affected external work site parties regarding:***   1. ***work site hazards and controls?*** 2. ***health and safety responsibilities while on site?*** 3. ***operational changes that may affect their health and safety while on-site?*** | |  |  | |  | |
| How is health and safety information communicated to affected external work site parties? *(Probe for how a), b), and c) above are communicated.)*  (*External work site parties may include contracted employers, suppliers, service providers, etc*.) | |
|  | Notes: | |
| **5.5** | ***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: |
| **5.6b** | ***Where there are contracted employers involved on the work site, is there a process for dealing with non-compliance?*** | |  |  | |  | |
| What process is in place to deal with non-compliance in contracted employers/workers? | |
|  | Notes: | |
| **6.2c** | ***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: | |
| **7.4** | ***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: |
| **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: |
| **8.7a** | ***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: |
| **9.8c** | ***Is the committee or health and safety representative functioning in accordance with legislation? Are recommendations made to management regarding the health and safety or workers?*** | |  |  | |  | |
| How does the health and safety committee (or representative) make recommendations to you regarding the health and safety of workers? | |
|  | Notes: | |
| **9.10** | ***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: |
| **10.3** | ***Is key health and safety information readily available to employees?*** |  | |  | |  | |
| How is health and safety information made available to you and other employees? |
|  | Notes: |
| **10.7** | ***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: |
| **10.8** | ***Are employees accountable for their individual health and safety responsibilities?*** |  | |  | |  | |
| How are you held accountable for your health and safety responsibilities?  *(Example: Accepting responsibility for their actions, taking ownership if things don’t go as planned, communicating openly (transparency), clarifying roles, following through on commitments, meeting deadlines, etc.).* |
|  | Notes: |
| **10.11** | ***Are results from occupational health and safety management system evaluations communicated to affected employees?*** | |  |  | |  | |
| How are the results from audits and other evaluations communicated to affected employees? | |
|  | 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:***   1. ***Why health and safety is important and who it affects?*** 2. ***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: |
| **2.3c** | ***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: |
| **3.7** | ***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: |
| **3.8** | ***Are changes to hazard controls communicated to affected workers?*** |  | | | |  | | | |  |
| If hazard controls in your area change, what process is used to let you know? |
|  | Notes: |
| **3.13** | ***Is there as system in place that ensures defective tools and equipment are 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: |
| **4.2** | ***Do worker orientations cover occupational health and safety rights and key health and safety information?*** | |  | | |  | | | |  |
| Is there a health and safety orientation for 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?  Do you know if this company has an enforcement policy?  When does a worker get told about occupational health and safety rights? | |
|  | Notes: | |
| **4.5** | ***Are workers given job-specific health and safety training that includes a) job responsibilities, b) specific job hazards, and c) health and safety controls?*** |  | | | | |  |  | | |
| What kind of training about your job have you had? (*Give an example*.) (*Looking for job responsibilities)*  Can you describe the training you had and what was included? Explain how useful it has been. (*Looking for specific job hazards and 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: |
| **6.2d** | ***Are formal inspections conducted in accordance with the policy*** ***and/or process*** ***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: |
| **6.7** | ***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: |
| **7.4** | ***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: |
| **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: |
| **8.7b** | ***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: |
| **8.11** | ***Are incident investigation results communicated to employees?*** |  | | | | |  | | |  |
| After an incident investigation is over, are you normally (ever) made aware of the results? If so, how is this information communicated to you? |
|  | Notes: |
| **9.10** | ***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: |
| **10.3** | ***Is key health and safety information readily available to employees?*** |  | | |  | | | |  | |
| How is health and safety information made available to you and other employees? |
|  | Notes: |
| **10.7** | ***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: |
| **10.8** | ***Are employees accountable for their individual health and safety responsibilities?*** |  | | | | |  | | |  |
| How are you held accountable for your health and safety responsibilities?  *(Examples: accepting responsibility for their actions, taking ownership if things don’t go as planned, communicating openly (transparency), clarifying roles, following through on commitments, meeting deadlines, etc.).* |
|  | Notes: |
| **10.11** | ***Are results from occupational health and safety management system evaluations communicated to affected employees?*** | | |  | |  | | | |  |
| After an audit or other evaluation is completed on site, are you normally (ever) made aware of the results? If so, how is this information communicated to you? | | |
|  | Notes: | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Background information:** How long/often have you been dealing with this organization? What business are you in? | | | | | | |
| Notes: | | | | | | |
| **5.3a** | ***Are health and safety orientations provided to visitors?*** |  | |  | |  |
| **Ask** **a random sample of SITE VISITORS:**  Did the company provide you with a health and safety orientation or other health and safety information when you entered this work site? |
|  | Notes: |
| **5.3b** | ***Are health and safety orientations provided to contracted employers?*** |  | |  | |  |
| **Ask** **a random sample of CONTRACTED EMPLOYERS/WORKERS ONSITE:**  Did the company provide you with a health and safety orientation before you started working on site? |
|  | Notes: |
|  | **Ask the person(s) responsible for orientation delivery:** |  | |  | |  |
| What health and safety information do you provide when visitors and contracted employers/workers enter your work site? |
|  | Notes: |
| **9.4** | ***Have duties been assigned to the health and safety committee or health and safety representative in accordance with legislation?*** | |  | |  |  |
| **Ask members of the JOINT HEALTH AND SAFETY COMMITTEE or the HEALTH AND SAFETY REPRESENTATIVE:**  What are your duties and responsibilities as a joint health and safety committee member or health and safety representative? | |
|  | Notes: | |
| **9.8b** | ***Does the committee or health and health and safety representative participate in the hazard assessment process?*** | |  | |  |  |
| **Ask members of the JOINT HEALTH AND SAFETY COMMITTEE or the HEALTH AND SAFETY REPRESENTATIVE:**  Do you participate in the hazard assessment process and if so, what is your role? | |
|  | Notes: | |
| **9.8d** | ***Are work site inspection reviewed?*** | |  | |  |  |
| **Ask members of the JOINT HEALTH AND SAFETY COMMITTEE or the HEALTH AND SAFETY REPRESENTATIVE:**  Do you participate in the companies work site inspection review process? | |
|  | Notes: | |