|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
|  | **Background Information:**  *What department are you in? What do you do?*  *How long have you been with the organization?*  *Are you full-time, part-time or casual?*  *Do you take a lead role in the formal hazard assessment process?*  *Are you on the HSC committee or the HS Representative?* |  |  |  |
| **1.04** | **What are some of the key points listed in the Health and Safety Policy?** |  |  |  |
| **1.06 A** | **Can you provide some examples of how the three OHS Rights (right to be informed, right to participate, and right to refuse dangerous work) apply to the work you do for this organization?** |  |  |  |
| **1.06 B** | **Can you provide some examples of company and legislated health and safety responsibilities that have been assigned to you by your employer?** |  |  |  |
| **1.08** | **How are you held accountable for your health and safety roles and responsibilities?**  *Examples can include performance appraisals, discipline policy/process for non-performance, letters from employer, positive reinforcement by supervisors, job safety observations, management/supervisor reviews, etc.* |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **1.09** | **How does senior management (i.e., the boss/the owner) communicate to you that health and safety is important? How often?** |  |  |  |
| **1.10** | **What activities do senior management participate in, to demonstrate they are committed to the company’s HSMS?** |  |  |  |
| **1.13** | **What resources does senior management provide to implement and improve the health and safety system?**  *Examples can include paid time, equipment, training, materials and budget dedicated to health and safety needs, etc.* |  |  |  |
| **2.07** | **How are you involved in the formal hazard assessment process?**  *Auditor may have to explain formal hazard assessments (employer may use different terminology).* |  |  |  |
| **2.10** | **Hazard Assessment Lead – When are formal hazard assessments reviewed?**  *Auditor to determine if interviewee would be considered a lead employee for the purpose of hazard assessment review. Hazard assessment leads are those that lead the hazard assessment process. N/A if they are not.* |  |  |  |
| **2.14** | **How are you involved in the site-specific hazard assessment process?**  *If site specific hazard assessments were not required in the last 12 months, this question may be marked not applicable (N/A).* |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **2.15** | **How do you report new hazards, including unsafe or unhealthy conditions and practices?** |  |  |  |
| **3.05** | **How are changes to hazard controls communicated to you?** |  |  |  |
| **3.06** | **What hazard controls do you use?** |  |  |  |
| **3.07** | **How do managers/supervisors ensure you are using the established hazard controls to perform your work safely?** |  |  |  |
| **3.10** | **When and how is defective equipment, vehicles, facilities, or tools removed from service or for repair?** |  |  |  |
| **4.03** | **Has a HS representative been designated as per legislated requirements?**  *Auditor to confirm the HS representative is a worker.* |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **4.06** | **HSC and/or HS representative – What are your HSC and/or HS representative duties and responsibilities?**  *Auditor to determine if interviewee would be considered a Health and Safety Committee (HSC) member or Health and Safety (HS) representative. N/A if they are not.* |  |  |  |
| **4.07** | **HSC and/or HS representative – What is your HSC and/or HS representative role in the formal hazard assessment process?**  *Auditor to determine if interviewee would be considered a Health and Safety Committee (HSC) member or the Health and Safety Representative (HS representative). N/A if they are not.* |  |  |  |
| **4.08** | **What health and safety activities are performed by your committee members or health and safety representative?** |  |  |  |
| **4.10** | **How can you provide feedback regarding health and safety concerns and complaints to your committee members or health and safety representative? HSC/HS representative – how can employees bring forward health and safety concerns or complaints to the committee?**  *Only ask HSC member question if interviewee would be considered a Health and Safety Committee (HSC) member.* |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **5.03** | **Did your manager/supervisor ensure you received an orientation? When was your orientation provided?**  *Examples can include on the first day, training prior to first day, prior to starting duties, etc. Make sure you determine WHEN the orientation occurred and if critical items were reviewed prior to starting regular duties.* |  |  |  |
| **5.06** | **When an employee is hired or assigned a new job, task, or when an operational change affects their work, what type of training is provided?** |  |  |  |
| **8.03** | **What type of training have you received in emergency response?**  *Examples can include fire control, rescue, first aid, lock down procedures, shelter in place, etc.* |  |  |  |
| **8.04** | **What are your emergency response responsibilities?** |  |  |  |
| **9.02** | **What is the process you follow for reporting incidents (including near misses), occupational illnesses or work refusals?** |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **9.08** | **How do workers participate in the investigation process?**  Participation must be more than the injured worker or witness. |  |  |  |
| **9.13** | **How are the results from incident investigations communicated to you?** |  |  |  |
| **10.01 A** | **How are health and safety issues communicated to you?** |  |  |  |
| **10.01 B** | **How can you provide feedback on health and safety issues?** |  |  |  |
| **10.02** | **How is health and safety information made available to you?** |  |  |  |
| **10.06** | **How have the results from health and safety system evaluations or action plans been communicated to you?**  *If the company did not perform a COR or SECOR audit or maintenance option the previous year, this question may be not applicable (N/A).* |  |  |  |