|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
|  | **Background Information:**  *What areas are you responsible for?*  *How long have you worked here? How long have you been a manager?*  *Are you full-time, part-time or casual?*  *Do you take a lead role in formal hazard assessments?*  *Do you directly supervise workers?*  *Are you on the HSC committee or the HS Representative?* |  |  |  |
| **1.03** | **How do you ensure employees are made aware of the policy?** |  |  |  |
| **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?** |  |  |  |
| **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?** |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **1.07** | **What are your responsibilities to ensure the health and safety of employees under your supervision?** |  |  |  |
| **1.08** | **Can you explain how you are 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.* |  |  |  |
| **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, 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?**  *budget dedicated to health and safety needs, etc.* |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **2.06 A** | **How does management participate in the formal hazard assessment process?** |  |  |  |
| **2.06 B** | **How do supervisors participate in the formal hazard assessment process?** |  |  |  |
| **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 do you involve affected employees 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).* |  |  |  |
| **3.05** | **How are changes to hazard controls communicated to you?** |  |  |  |
| **3.06** | **What hazard controls do you use?** |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **3.07** | **How do you enforce the use of the established hazard controls?** |  |  |  |
| **4.03** | **How was the HS Representative designated?**  *If the employer is only required to have an HSC, this question may be marked not applicable (N/A).* |  |  |  |
| **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 Health and Safety (HS) representative. N/A if they are not.* |  |  |  |
| **4.08** | **What health and safety activities are performed by the HSC members or HS representative?** |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **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?**  *Auditor to determine if interviewee would be considered a Health and Safety Committee (HSC) member or the Health and Safety Representative (HS representative).* |  |  |  |
| **4.11** | **Can you explain how the HSC members and/or HS representative would make health and safety recommendations to management?** |  |  |  |
| **5.01** | **How does the company verify that employees have the qualifications required to do the job for which they are being hired?**  *Examples can include degrees, diplomas, certificates, apprenticeship programs, diplomas, driver's license, etc.* |  |  |  |
| **5.03** | **How does your company ensure employees receive orientations prior to starting regular duties?**  *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.* |  |  |  |
| **5.04** | **What type of training have you received to support your role as a manager/supervisor?** |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **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?** |  |  |  |
| **5.08** | **When and how are competency assessments completed?** |  |  |  |
| **6.03** | **Explain how you monitor the health and safety performance of other employers and deal with issues of non-compliance?**  *If the auditor can confirm the audited employer does not use other employers, this question may be not applicable (N/A).* |  |  |  |
| **6.05 A** | **How do you communicate with external work site parties regarding their health and safety responsibilities while on site?**  *Work site parties can include other employers (including visitors, prime contractors, supplies, service providers, etc.)* |  |  |  |
| **6.05 B** | **How do you communicate with external work site parties regarding work site hazards and controls?**  *Work site parties can include other employers (including visitors, prime contractors, supplies, service providers, etc.)* |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **6.05 C** | **How do you communicate with external work site parties when changes are made to a site that may impact their health and safety?**  *Work site parties can include other employers (including visitors, prime contractors, supplies, service providers, etc.)* |  |  |  |
| **6.06** | **How is health and safety information made available to affected external work site parties?** |  |  |  |
| **7.05** | **Describe how employee observations are incorporated into the inspection process.** |  |  |  |
| **7.06** | **What are the steps you take to ensure deficiencies identified during an inspection will be corrected – both immediate corrective actions and corrective actions that may take longer?** |  |  |  |
| **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?** |  |  |  |
| **No.** | **Question and Notes** | **Response** | | |
| ***+*** | **-** | **NA** |
| **9.02** | **What is the process you follow for reporting incidents (including near misses), occupational illnesses or work refusals?** |  |  |  |
| **9.07** | **How do managers/supervisors participate in the investigation process?** |  |  |  |
| **9.13** | **How are incident investigation results communicated to employees?** |  |  |  |
| **10.02** | **How is health and safety information made available to you?** |  |  |  |
| **10.04** | **Describe your involvement in the performance of the health and safety management system (e.g., develop a health and safety plan for the upcoming year, provide resources for health and safety initiatives, etc.). How are you held accountable for the OHSMS?** |  |  |  |
| **10.06** | **How do you communicate the results of health and safety system evaluations or action plans to employees?**  *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).* |  |  |  |