|  |  |  |
| --- | --- | --- |
| **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 in this position?* *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 your H&S 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?** |  |  |  |
| **No.** | **Question and Notes** | **Response** |
| ***+*** | **-** | **NA** |
| **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 do you communicate to employees that health and safety is important? How often?** |  |  |  |
| **1.10** | **What company health and safety activities do you participate in?** |  |  |  |
| **1.13** | **What resources are provided 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.* |  |  |  |
| **2.05** | **What are some of the highest hazard tasks associated with your company’s operations?** |  |  |  |
| **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.* |  |  |  |
| **No.** | **Question and Notes** | **Response** |
| ***+*** | **-** | **NA** |
| **3.05** | **How are changes to hazard controls communicated to you?** |  |  |  |
| **3.06** | **What hazard controls do you use?** |  |  |  |
| **4.03** | **How did you designate your HS representative?** *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 – Do you participate 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 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).* |  |  |  |
| **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?** |  |  |  |
| **7.05** | **Describe how employee observations are incorporated into the inspection process.** |  |  |  |
| **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 illness or work refusals?** |  |  |  |
| **9.13** | **How do you communicate the results of incident investigations to employees?** |  |  |  |
| **10.02** | **How is health and safety information made available to you and your employees?** |  |  |  |
| **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).* |  |  |  |