## Written Interview Questionnaire - Workers

If an employer has **more than 200 employees**, auditors may use the written interview questionnaires for up to **half of the worker interviews.**

Questionnaires can be conducted individually or in a group setting.

**Auditors are to contact AMHSA for pre-approval before using** this method and include justification in the audit tool. When applying for approval, include:

* Why the use of questionnaires is necessary
* Confirmation that the proposed worker participants will have adequate reading and writing skills
* Number and percentage of worker interviews to be replaced with written questionnaires
* Confirmation that they will be administered in a controlled environment that ensures confidentiality of responses
* Confirmation that the auditor will be present (virtual or physically) to monitor questionnaire completion and answer questions from participants

See the following pages, which are to be printed and provided to interviewees for completion. The auditor must administer the questionnaire and be available to address any questions.

**Worker Questionnaire 2023**

***All questions must be completed, and no single-word answers (e.g. Yes or No) are allowed. If you do not understand the intent of a question, please speak to the auditor administering this questionnaire.***

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years with the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1.04 What are some of the key points listed in the Health and Safety Policy? |
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| 1.06A 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? |
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| 106B Can you provide some examples of company and legislated health and safety responsibilities that have been assigned to you by your employer? |
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| 1.08 How are you held accountable for your health and safety roles and responsibilities? |
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| 1.09 How does senior management (i.e. the boss/the owner) communicate to you that health and safety is important? How often? |
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| 1.10 What activities do senior management participate in, to demonstrate they are committed to the company’s health and safety management system? |
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| 1.13 What resources does senior management provide to implement and improve the health and safety system? |
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| 2.07 How are you involved in the formal hazard assessment process? |
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| 2.10 Hazard assessment leads only: When are formal hazard assessments reviewed? |
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| 2.14 How are you involved in the site-specific hazard assessment process? |
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| 2.15 How do you report new hazards, including unsafe or unhealthy conditions and practices? |
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| 3.05 How are changes to hazard controls communicated to you? |
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| 3.06 What hazard controls do you use? |
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| 3.07 How do managers/supervisors ensure you are using the established hazard controls to perform your work safely? |
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| 3.10 When and how is defective equipment, vehicles, facilities, or tools removed from service or for repair? |
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| 4.03 Has a Health and Safety Representative been designated as per legislated requirements? |
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| 4.06 Health and Safety Committee and/or Health and Safety Representative only: What are your HSC and/or HS Representative duties and responsibilities? |
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| * 1. Health and Safety Committee and/or Health and Safety Representative only: What is your HSC and/or HS Representative role in the formal hazard assessment process? |
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| 4.08 What health and safety activities are performed by your HSC members or health and safety representative? |
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| 4.10 How can you provide feedback regarding health and safety concerns and complaints to your HSC members or health and safety representative? |
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| 5.03 Did your manager/supervisor ensure you received an orientation? When was your orientation provided? |
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| 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? |
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| 8.03 What type of training have you received in emergency response? |
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| 8.04 What are your emergency response responsibilities? |
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| 9.02 What is the process you follow for reporting incidents (including near misses), occupational illness or work refusals? |
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| 9.08 How do workers participate in the investigation process? |
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| 9.13 How are the results from incident investigations communicated to you? |
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| 10.01A How are health and safety issues communicated to you? |
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| 10.01B How can you provide feedback on health and safety issues? |
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| 10.02 How is health and safety information made available to you? |
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| 10.06 How are the results from health and safety system evaluations or action plans been communicated to you? |
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