## TSCBC COR audit interview sheets for workers

50 questions, 8 out of 9 elements (no questions on Element 8 – Program Administration)

| **NO.** | **Audit Topics for worker interviews** | **Audit Reference**  | **Positive** | **Negative** | **N/A (comments)** |
| --- | --- | --- | --- | --- | --- |
| **Element 1 - Management Leadership** |
| 1 | Do supervisors and managers effectively communicate the OHS policy to workers? | Question 4 |  |  |  |
| 2 | Are supervisors monitoring the health and safety of all workers under their direct supervision? | Roles/Responsibilities Question 3 |  |  |  |
| 3 | Does the organization have a process for ensuring compliance with the health & safety rules and regulations? Is the process being followed as outlined? | Roles/Responsibilities Question 4 |  |  |  |
| 4 | Are managers and supervisors leading by example and following the health and safety rules and procedures? | Roles/Responsibilities Question 6 |  |  |  |
| 5 | Have managers ensured that relevant health and safety regulations, industry safety codes of practice and safe work procedures are available to supervisors and workers and there is a system of ongoing communication and resources for workers? | Roles/Responsibilities Question 7 |  |  |  |
| 6 | Have workers been advised of their responsibilities and accountability with regard to complying with the health & safety program and regulations? | Roles/Responsibilities Question 8 |  |  |  |
| 7 | Does top management (CEO, President or the most senior manager) responsible for the overall safety program of the company meet with the workers at least annually and communicate why safety is important? | Roles/Responsibilities Question 11 |  |  |  |
| 8 | Do managers, supervisors communicate health & safety information to workers on a regular and ongoing basis? | Roles/Responsibilities Question 12 |  |  |  |
| 9 | Is there a process to allow worker feedback on health & safety issues, if so is it followed and is there evidence of management follow up on the process? | Roles/Responsibilities Question 13 |  |  |  |

|  |
| --- |
| **Element 2 - Industry Specific elements** |
|  | **MSD Prevention** |  |  |  |  |
| 10 | Does the company have a MSD Prevention Program in place measuring and analyzing MSD duties with risk factors?Interview a representative sample of workers who are required to use safe work procedures and supervisors who would participate in hazard analysis. Confirm whether they know the hazard recognition process and safe work procedures and whether they have had adequate hazard recognition training and involvement in the development of hazard recognition. | Question 2 |  |  |  |
|  | **Material Handling** |  |  |  |  |
| 11 | Does the Material Handling policy outline safe work procedures and best practices for material handling?  | Question 2 |  |  |  |
|  | **Driver Safety**  |  |  |  |  |
| 12 | Does the organization’s policy meet its obligation to identify risk factors and safe work practices for driver safety? | Question 1 |  |  |  |
|  | **Mobile Equipment**  |  |  |  |  |
| 13 | Has the organization developed safe work procedures for each type of mobile equipment in the workplace? | Question 1 |  |  |  |
| 14 | Does the organization per regulatory responsibility have a process to ensure that operators are competent? | Question 2 |  |  |  |
| 15 | Does the organization have safe work procedures in place for pedestrians working around mobile equipment?  | Question 4 |  |  |  |
|  | **Falls** |  |  |  |  |
| 16 | Does the company have safe work procedures identified for fall hazards in the workplace?  | Question 1 |  |  |  |
| **Element 3 - Hazard Recognition and Control** |
| 17 | Does the organization have a formalized process to recognize hazards and does the process include input from various mangers, supervisors, and workers?  | Question 1 |  |  |  |
| 18 | Are hazard identification and risk assessments being conducted prior to the commencement of a job task or when there is a change in process impacting on safety? | Question 3 |  |  |  |
| 19 | Are documented hazards, risks and controls communicated to all workers before a new work process is implemented or when there are is a change in the work process and as they become identified during day to day operations? | Question 4 |  |  |  |
| 20 | Is training provided to employees responsible for carrying out and reviewing results of hazard identification and risk assessment?  | Question 5 |  |  |  |
|  | **Hazard Recognition and Control/Risk Assessment** |  |  |  |  |
| 21 | Does the organization have a process for the development of control measures? Are employees involved in the process? | Question 8 |  |  |  |
|  | **Hazard Recognition and Control/ Safe Work Practices** |  |  |  |  |
| 22 | Have employees received communication and training understandingthe safe workpractices and safe work procedures? | Question 1 |  |  |  |
| 23 | Are workers involved in development, evaluation, and revision of the safe work procedures and risk control measures? | Question 2 |  |  |  |
| 24 | If required do workers have access to and are able to review safe work procedures for their specific task or job? If so, are they in a conspicuous location easily accessible for all parties?  | Question 3 |  |  |  |
|  | **Hazard Recognition and Control/PPE** |  |  |  |  |
| 25 | Are workers trained in the appropriate use, care, and maintenance of PPE? | Question 3 c) |  |  |  |
| **Element 4 - Training and Instruction** |
| 26 | Are all new hires provided a detailed orientation on their first day or prior to commencing their job duties? | Question 1 |  |  |  |
| 27 | Does orientation include a general overview of the organization’s H&S policies, procedures, job specific hazards, and rights? | Question 2 |  |  |  |
| 28 | Is there a list of training required for each identified occupation? Does the organization identify that employees are trained for job specific tasks as required? | Question 3 |  |  |  |
| 29 | Do employees receive re-orientation when they are returning to the worksite after an extended period of time, when they are transferred to a new job, assigned new tasks, or when there is a change in process? | Question 4 |  |  |  |
| 30 | Does the organization have a process to meet their requirement and obligation for the continuous improvement and upgrading of employee’s skills on an ongoing basis? | Question 5 |  |  |  |
| 31 | Are members of the JHSC provided with appropriate training to be competent in carrying out their duties and responsibilities? | Question 8 |  |  |  |
| **Element 5 - Workplace Inspection** |
| 32 | Does the organization have a formal policy and procedure for conducting workplace inspections? Are managers, supervisors, and workers involved in the inspection process? | Question 1 |  |  |  |
| 33 | Is there a system in the workplace inspection program to ensure that deficiencies are reported? | Question 4 |  |  |  |
| 34 | Does the system ensure that any deficiencies identified are corrected in a timely manner?  | Question 5 |  |  |  |
| 35 | Does the Inspection program identify a training process for parties responsible for completing workplace inspections? | Question 6 |  |  |  |
| 36 | Does the organization have a system in place for workers to report hazards in the workplace? | Question 7 |  |  |  |
| **Element 6 - Incident Investigation** |
| 37 | Does the Incident Investigation policy outline the requirement for employees to report all occupational incidents, near misses, accidents and illnesses?  | Question 3 |  |  |  |
| 38 | Are all reported incidents investigated by the company? | Question 4 |  |  |  |
| 39 | When corrective action recommendations are made, is the organization ensuring these actions are implemented?  | Question 5 |  |  |  |
| 40 | Are workers, managers,/or supervisors part of the accident/incident investigation process ? | Question 7 |  |  |  |
| 41 | Are supervisors and managers held responsible for the accident investigation process?  | Question 8 |  |  |  |
| 42 | Does organization clearly communicate the root cause and/or results of the incident investigations to all affected personnel?  | Question 9  |  |  |  |
| **Element 7 - Emergency Preparedness** |
| 43 | Does Emergency Preparedness Policy identify responsibilities and training of workers, managers, and supervisors? | Question 3 |  |  |  |
| 44 | Is the emergency preparedness equipment/supplies periodically tested and inspected for adequacy and effectiveness? Are the tests reviewed, evaluated to identify potential deficiencies and areas of improvement? | Question 4 |  |  |  |
| 45 | Are there communication tools available to contact emergency response assistance in a timely manner? | Question 6  |  |  |  |
| **Element 9 - Joint Health & Safety Committee** |
| 46 | Does JHSC have clearly defined terms of reference?  | Question 1 |  |  |  |
| 47 | Is JHSC actively involved in H&S program and activities? | Question 2 |  |  |  |
| 48 | Are JHSC meeting minutes recorded, posted & communicated to employees per the JHSC terms of reference? | Question 3  |  |  |  |
| 49 | Do JHSC members receive training as required? | Question 4 |  |  |  |
| 50 | Does management support JHSC’s recommendations? | Question 5 |  |  |  |

## TSCBC COR audit interview sheets for managers and supervisors

Full set of 32 questions, 9 out of 9 elements

| **No.**  | **Audit Topics for manager/supervisor interviews** **(full set of questions)** | **Audit Reference**  | **Positive** | **Negative** | **N/A (comments)** |
| --- | --- | --- | --- | --- | --- |
| **Element 1 - Management Leadership** |
| 1 | Do supervisors and managers effectively communicate the OHS policy to workers? | Question 4 |  |  |  |
| **2** | Has senior management identified a high level person to oversee the health & safety program and ensured that the individual has adequate training and experience?  | Roles/Responsibilities Question 1 |   |  |  |
| **3** | Do senior managers, middle managers, and supervisors have a clear understanding of their roles and responsibilities in managing health & safety at the workplace? | Roles/Responsibilities Question 2 |  |  |  |
| **4** | Are supervisors monitoring the health and safety of all workers under their direct supervision? How? | Roles/Responsibilities Question 3 |  |  |  |
| **5** | Does the organization have a process for ensuring compliance with the health and safety rules and regulations? Is the process being followed as outlined? | Roles/Responsibilities Question 4 |  |  |  |
| **6** | Are senior managers measuring and evaluating the performance of the company’s safety program? | Roles/Responsibilities Question 5 |  |  |  |
| **7** | Have managers ensured that relevant health and safety regulations, industry safety codes of practice and safe work procedures are available to supervisors and workers and there is a system of ongoing communication and resources for workers? | Roles/Responsibilities Question 7 |  |  |  |
| **8** | Does top management (CEO, President or the most senior manager) responsible for the overall safety program of the company meet with the workers at least annually and communicate why safety is important? | Roles/Responsibilities Question 11 |  |  |  |
| **Element 2 - Industry Specific elements** |
|  | **MSD Prevention** |  |  |  |  |
| 9 | Does the company have a MSD Prevention Program in place measuring and analyzing MSD duties with risk factors? | Question 2 |  |  |  |
|  | **Driver Safety** |  |  |  |  |
| 10 | Does the organization’s policy meet its obligation to identify risk factors and safe work practices for driver safety? | Question 1 |  |  |  |
| 11 | Does the driver safety policy outline procedures for driver competency and ongoing driver improvement? | Question 2 |  |  |  |
|  | **Mobile Equipment**  |  |  |  |  |
| 12 | Has the organization developed safe work procedures for each type of mobile equipment in the workplace? | Question 1 |  |  |  |
| 13 | Does the organization have safe work procedures in place for pedestrians working around mobile equipment?  | Question 4 |  |  |  |
|  | **Falls** |  |  |  |  |
| 14 | Does the company have safe work procedures identified for fall hazards in the workplace?  | Question 1 |  |  |  |
| **Element 3 - Hazard Recognition and Control** |
| 15 | Does the organization have a formalized process to recognize hazards and does the process include input from various managers, supervisors, and workers?  | Question 1 |  |  |  |
| 16 | Are hazard identification and risk assessments being conducted prior to the commencement of a job task or when there is a change in process impacting on safety? | Question 3 |  |  |  |
| 17 | Is training provided to employees responsible for carrying out and reviewing the results of hazard identification and risk assessment?  | Question 5 |  |  |  |
|  | **Safe Work Practices** |  |  |  |  |
| 18 | Are workers involved in the development, evaluation and revision of the safe work procedures and risk control measures? | Question 2 |  |  |  |
| **Element 4 -Training and Instruction** |
| 19 | Does the organization have a process to ensure that workers are competent after receipt of training? | Question 6 |  |  |  |
| 20 | Do supervisors clearly understand who is responsible to conduct orientations and training and when it is required? | Question 7 |  |  |  |
| **Element 5 - Workplace Inspection** |
| 21 | Does the organization have a formal policy and procedure for conducting workplace inspections? Are managers, supervisors and workers involved in the inspection process? | Question 1 |  |  |  |
| 22 | Does the system ensure that any deficiencies identified are corrected in a timely manner? | Question 5 |  |  |  |
| 23 | Does the Inspection program identify a training process for parties responsible for completing workplace inspections? | Question 6 |  |  |  |
| 24 | Does the organization have a system in place for management to ensure that the inspection process is being effectively followed? | Question 8 |  |  |  |
| **Element 6 - Incident Investigation** |
| 25 | Are all reported incidents investigated by the company? | Question 4 |  |  |  |
| 26 | Are workers, managers, /or supervisors part of the accident/incident investigation process? | Question 7 |  |  |  |
| 27 | Are supervisors and managers held responsible for the accident investigation process?  | Question 8 |  |  |  |
| **Element 7 - Emergency Preparedness** |
| 28 | Does Emergency Preparedness Policy identify the responsibilities and training of workers, managers, and supervisors? | Question 3 |  |  |  |
| 29 | Is the emergency preparedness equipment/supplies periodically tested and inspected for adequacy and effectiveness? Are the tests reviewed and evaluated to identify potential deficiencies and areas of improvement? | Question 4 |  |  |  |
| **Element 8 - Program Administration** |
| 30 | Does the organization have a health & safety review plan to evaluate effectiveness of the system and is senior management involved in the review? | Question 3 |  |  |  |
| 31 | Does the organization have a health and safety continuous improvement plan? | Question 4 |  |  |  |
| **Element 9 - Joint Health & Safety Committee** |
| 32 | Does management support JHSC recommendations? | Question 5 |  |  |  |

## TSCBC COR audit interview sheets for contractors

Full set of 3 questions, Element 10 only

| **No** | **Audit topics for contractor interviews** **(partial set of questions)** | **Audit reference** | **Positive**  | **Negative** | **N/A comments** |
| --- | --- | --- | --- | --- | --- |
| **Element 10 – Contractor Management** |
| 1 | Do supervisors and managers effectively understand their responsibilities to communicate hazards and provide site specific training to contractors  | Question 2 |  |  |  |
| 2 | Have site hazards and controls been communicated to contractors?  | Question 3 |  |  |  |
| 3 | Is there ongoing safety communication with contractors from the prime contractor?  | Question 4 |  |  |  |