## TSCBC COR Audit Interview Alternate Question Sets

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| **Element 1 - Management Leadership** |
| **No.** | **Audit Topics For Manager/Supervisor Interviews** | **Y/N** | **Alternative Questions** |
| **1.2-1** | Has senior management identified a high level person to oversee the health & safety program (e.g. health & safety manager) and ensured that the individual has adequate training and experience?  |  | Does someone with at least a managerial position within the workplace manage the health and safety? Does this person have adequate training and experience? Does someone in management take care of health and safety? Do they have enough training and experience? |
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| **1.2-2** | Do senior managers, middle managers, and supervisors have a clear understanding of their roles and responsibilities in managing health & safety at the workplace? |  | Do management and supervisors take an active role in workplace health and safety? If an issue is reported to the supervisor, does the issue get resolved? Are you aware of your health and safety responsibilities? |
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| **1.2-3** | Are supervisors monitoring the health and safety of all workers under their direct supervision? How? |  | Do the supervisors oversee the health and safety of employees? Could you provide an example? Do supervisors check on the health and safety of their workers? Could you provide an example?How do you communicate foreseeable hazards to your workers? |
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| **1.2-4** | Does the organization have a process for ensuring compliance with the health and safety rules and regulations? Is the process being followed as outlined?  |  | Does the company have a process to address issues with employees that fail to follow the health and safety rules? Is the process followed? |
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| **1.2-5** | Are senior managers measuring and evaluating the performance of the company’s safety program? |  | Does senior management track the number injuries, inspections, and other information related to the health and safety program? Preface the question with “How” |
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| **1.2-7** | 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? |  | How does the company ensure relevant safety regulations, industry safety codes of practice, and safe work procedures are available to supervisors and workers?What is done for ongoing safety communications with workers?Are the health and safety rules, including regulations and safety work procedures made available to employees? Are the health and safety rules, regulations, safety work procedures and resources regularly made available to ALL employees? |
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| **1.2-10** | 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? |  | Does the company CEO, President or owner communicate directly to employees the importance of health and safety at least annually?Does the company CEO, President or owner communicate directly to employees the importance of health and safety at least once a year? |
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| **Notes:** |

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|  **Element 2-Specific Elements**  |
| **2-1 MSD Prevention**  |
| **No.** | **Audit Topics For Manager/Supervisor Interviews** | **Y/N** | **Alternative Questions** |
| 2.1-2 | Does the company have a MSD Prevention Program in place measuring and analyzing MSD duties with risk factors? |  | Does the company have a program in place to measure and analyze strenuous tasks in an effort to prevent any musculoskeletal injuries such strains, sprains, or other pain? Does the company have a program in place that identifies duties at risk of muscle strain, sprain and pain?Are you involved in developing hazard recognition process and safe work procedures on the job that can cause ergonomic issues? |
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| **Notes:** |
| **2.2 Material handling** |
| 2.2-2 | Does the Material Handling policy outline safe work procedures and best practices for handling materials |  | Does the company have a policy or statement that outlines safe work procedures and best practices for handling materials? |
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| **Notes:** |
| **2.3 Driver Safety** |
| 2.3-1  | Does the organization’s policy meet its obligation to identify risk factors and safe work practices for driver safety? |  | Does the company have a driver safety policy? Does the policy identify risk factors and safe work procedures? |
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| 2.3-2 | Does the driver safety policy outline procedures for evaluating driver competency and ongoing driver improvement? |  | Is there a procedure that managers or supervisors follow to check if drivers are competent in driving safely and effectively? Does the process provide an opportunity for driver improvement? Does the policy have procedures to check if drivers are capable of driving safely? Does the process include driver improvement? How do you ensure driver competency and ongoing improvement? |
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| **Notes:** |
| **2.4 Mobile Equipment**  |
| 2.4-1 | Has the organization developed safe work procedures for each type of mobile equipment in the workplace? |  | Does the company have safe work procedures for mobile equipment on site? Does the company have safe work procedures for ALL mobile equipment on site? |
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| **No.** | **Audit Topics For Manager/Supervisor Interviews** | **Y/N** | **Alternative Questions** |
| 2.4-4 | Does the organization have safe work procedures in place for pedestrians working around mobile equipment?  |  | Does the company have safe work procedures or written rules for employees walking around mobile equipment?Does the company have written safe work procedures or rules for anyone walking or working around mobile equipment? |
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| **2.5 Falls** |
| 2.5-1 | Does the company have safe work procedures identified for fall hazards in the workplace?  |  | Does the company have written safe work procedures for fall hazards in the workplace that include people and objects? Have safe work procedures been developed for hazards that involve falls from a dangerous height? Does the company have written safe work procedures for working at heights? |
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| **Notes:** |
| **Element 3 - Hazard Recognition** |
| **3-1 Hazard Recognition** |
| 3.1-1 | Does the organization have a formalized process to recognize hazards and does the process include input from various managers, supervisors, and workers?  |  | Does the organization have a process to recognize hazards? Have managers, supervisors, and workers been involved in that process? |
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| 3.1-3 | 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? |  | Have hazards been identified and evaluated for risk before any changes in work that may impact safety? Have hazards been identified and evaluated for risk in a work practice change or before starting a job that may impact safety?  |
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| 3.1-5 | Is training provided to employees responsible for carrying out and reviewing the results of hazard identification and risk assessment?  |  | Has training been provided to employees who responsible for carrying out and reviewing hazards identified and their risk assessments? |
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| **Notes:** |
| **3-2 Risk Assessment** |
| 3.2-3 | Does the organization have a process for the development of control measures?Are employees involved in the process? |  | Does the organization have a process to develop control measures for hazards identified?Do you know if employees are involved in that process? Are you involved in determining hazard control measures? |
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| **Notes:** |
| **No.** | **Audit Topics For Manager/Supervisor Interviews** | **Y/N** | **Alternative Questions** |
| **3-3 Safe Work Practices** |
| 3.3-2 | Are workers involved in the development, evaluation and revision of the safe work procedures and risk control measures? |  | Do the workers take part in the evaluation and revision, if necessary, of the safe work procedures and control measures?  |
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| **Notes:** |
| **Element 4 – Training & Instruction** |
| 4.2-2 | Does the organization have a process to ensure that workers are competent after receipt of training? |  | **How does the company ensure that training has been understood and can be used by workers?** Does the company have a way to ensure employees are capable of carrying out their work after they have gone through training? Does the company have a way to ensure employees are capable of working safely after they have been trained?How do you evaluate workers to verify their competency?  |
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| 4.2-3 | Do supervisors clearly understand who is responsible to conduct orientations and training and when it is required? |  | When should employees be given an orientation? By whom? |
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| 4.2-4 | Are members of the JHSC provided with appropriate training to be competent in carrying out their duties and responsibilities? (Interview JHSC management representatives) |  | As joint committee member, would you say that you have received an appropriate amount of training to understand your responsibilities and duties? |
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| **Notes:** |
| **Element 5 – Workplace Inspections** |
| 5-1 | Does the organization have a formal policy and procedure for conducting workplace inspections? Are managers, supervisors and workers involved in the inspection process? |  | Are you aware of a policy or procedure outlining a requirement to conduct workplace inspections? Are managers, supervisors and workers involved in the inspection process? Do you know if there is a policy or procedure for performing required workplace inspections? Are managers, supervisors and workers involved in the inspection process? |
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| 5-5 | Does the system ensure that any deficiencies identified are corrected in a timely manner? |  | **Does the current inspection process ensure that issues and deficiencies are corrected promptly** Does the current inspection process ensure that any deficiencies identified are corrected in a timely manner? |
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| **No.** | **Audit Topics For Manager/Supervisor Interviews** | **Y/N** | **Alternative Questions** |
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| 5-6 | Does the inspection program identify a training process for parties responsible for completing workplace inspections? |  | Do you know ~~if~~ what training is provided to employees responsible for completing inspections? |
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| 5-8 | Does the organization have a system in place for management to ensure that the inspection process is being effectively followed? |  | How Does management ensure that the inspection process is effectively carried out? |
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| **Notes:** |
| **Element 6 - Incident Investigation** |
| 6-4 | Are all reported incidents investigated by the company? |  | Are all reported incidents investigated by the company? |
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| 6-7 | Are workers, managers, /or supervisors part of the accident/incident investigation process? |  | Are workers, managers, and/or supervisors involved in the investigation process? |
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| 6-8 | Are supervisors and managers held responsible for the accident investigation process?  |  | Are supervisors and managers held responsible for the accident investigation process? |
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| **Notes:** |
| **Element 7 - Emergency Preparedness** |
| 7-3 | Does Emergency Preparedness Policy identify the responsibilities and training of workers, managers, and supervisors? |  | Is there a statement in a policy or program manual, that you are aware of, that identifies the responsibilities and training of workers, managers and supervisors in regards to emergency preparedness? Do you know if there is an Emergency Preparedness policy? Does the policy identify the responsibilities and training of workers, managers and supervisors? |
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| **No.** | **Audit Topics For Manager/Supervisor Interviews** | **Y/N** | **Alternative Questions** |
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| 7-4 | Are the emergency preparedness procedures, equipment/supplies periodically tested and inspected for adequacy and effectiveness? Are the tests reviewed and evaluated to identify potential deficiencies and areas of improvement? |  | Does any testing of emergency procedures, equipment, and supplies take place? If so, is there any initiative taken to continually improve the procedures or supplies?Does any testing of emergency procedures, equipment, and supplies take place? If so, are results reviewed? Are deficiencies identified and fixed as soon as possible so procedures and supplies are continually improved? Can you tell me when the last emergency drill was? Was it effective and do you have knowledge of ongoing improvements? |
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| **Notes:** |
| **Element 8 – Program Administration** |
| 8-3 | Does the organization have a health & safety review plan to evaluate effectiveness of the system and is senior management involved in the review? |  | Does senior management review the company OH&S system annually?Is the review documented?(To H&S coordinator) How has your reviewing process been implemented? Does your management involved in review of the health and safety management system? |
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| 8-4 | Does the organization have a health and safety continuous improvement plan? |  | Is continuous improvement part of the company OH&S plan?Is your operation business plan includes health and safety goals and objectives? |
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| **Notes:** |
| **Element 9 – Joint Health & Safety Committee** |
| 9-3 | Are the JHSC meeting minutes recorded, posted and communicated to employees? |  | Where do you find the minutes from safety committee meetings? |
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| 9-4 | Do the JHSC committee members receive training as required? |  | What training has safety committee members been given? |
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| 9-5 | Does management support JHSC recommendations? |  | Does management support and respond to JHSC recommendations? |
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| **Notes:** |

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| **Element 10 – Contractor Management** |
| 10-2 | Are contractors advised of all applicable worksite hazards and safe work procedures?  |  | Are contractor given a company orientation that advises them of worksite hazards and safe work procedures? |
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| **Notes:** |
| **Element 11 – Injury Management/Return To Work** |
| 11.1-6 | Is the organization using the evaluation of the injury management/return to work data to implement ongoing improvements to the program? |  | Does the company evaluate IM/RTW data to continually improve the program? |
| 11.2-1 | Have the duties of an Injury Management/Return to Work Coordinator, or those who fulfill those roles, been assigned and does the assignment include the authority to establish and implement return to work plans?  |  | Are the role and duties of IM/RTW Coordinator(s) assigned? Do they have the authority to create and carry out RTW plans? |
| 11.2-3 | Is the designated Injury Management/Return to Work Coordinator aware of legislation relevant to injury management and return to work? |  |  |
| 11.2-5 | Have the relevant groups (human resources, injury management and OH&S personnel) been educated on PIPEDA (privacy regulations) related to the injury management process? |  | Is everyone involved in administering the IM/RTW program educated on privacy regulations?* PIPEDA (Personal Information Protection and Electronic Documents Act) – Federal
* PIPA (Personal Information Protection Act) – Provincial for BC and AB
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| 11.3-1 | Does the company have a written formal process (series of steps from onset of the injury to return to regular work duties) for the handling of all early intervention/RTW cases and has the process been communicated to all employees? |  | Is there a written, formal IM/RTW process?Has it been communicated to all employees? |
| 11.3-3 | Has the organized developed and identified meaningful, productive light/alternate duties in writing for early intervention/return to work?Are supervisors aware that they must offer and provide modified/ alternate duties? |  | Are there written and appropriate light/alternate duties readily available? |
| 11.3-4 | Have the contact persons with injured workers (i.e. supervisors, first aid attendants, H&S coordinator) been provided education and training with regard to the early intervention procedures?Does the training provided include the reporting requirements per the WCB Act? |  | Is early intervention training available to your supervisor, first aiders or safety persons to your knowledge?Does training include WSBC reporting requirements? |
| **No.** | **Audit Topics For Manager/Supervisor Interviews** | **Y/N** | **Alternative Questions** |
| 11.3-5 | Does the early intervention/return to work policy and procedures outline a timeline when contact is to be first made with an injured worker (or in some cases their emergency contact) and timelines for scenarios where the worker may be absent from work? Are these timelines being diligently followed?  |  | Does the company have timelines regarding return to work or early intervention?Are timelines being followed? |
| 11.3-6 | Is there a process to monitor the return to work plans and is the process consistently followed?  |  | Are return to work plans monitored through to the injured worker going back to their regular job? |
| 11.4-1 | Have the policies and procedures of the injury management/RTW program been effectively communicated to all existing workers, supervisors and managers?  |  | Are you aware of the return to work program or early intervention program?Can you explain how the RTW or EI program is supposed to work |
| 11.4-2 | Does the employer actively promote the benefits of the injury management/return to work program to all employees? |  | OK |
| **Notes:** |
| Total Summary & Recommendations: |

**37 OHS Questions + 11 RTW / IM Questions = 48 Total Questions**