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| OHS – Manager/Supervisor Interview Questions | | | | |
| Note: Numbers with asterisks (\*) beside them have a corresponding question on the OHS – Worker Interview Questions sheet. You will need to blend the results from the Question/Guideline on both sheets when scoring and writing the audit report. | | | | |
| # | **Question/Guideline** | **Positive Response** | **Negative Response** | **Comments/Overall conclusion** |
| 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?  Interview managers and supervisors to determine if the designated representative is meeting the needs of the company’s safety program. |  |  |  |
| 1.2.2 | Do senior managers, middle managers and supervisors have a clear awareness and understanding of their roles and responsibilities in managing health & safety at the workplace? |  |  |  |
| 1.2.3\* | Are supervisors monitoring the health and safety of all workers under their direct supervision? Are supervisors communicating known and foreseeable hazards as necessary to ensure safety? |  |  |  |
| 1.2.4\* | Are supervisors aware of the organization’s process for ensuring compliance with the health and safety rules and regulations? Is the discipline process followed as outlined? |  |  |  |

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| 1.2.5 | Are senior managers measuring and evaluating the performance of the company’s safety program?  Interview senior managers to confirm they are evaluating key safety program performance indicators and providing directions for continual improvement. |  |  |  |
| 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?  Interview managers and supervisors to understand if they are aware of the types of safety resources applicable to their operations and how safety resources are accessed. |  |  |  |
| 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?  Interview supervisors to confirm the involvement of the CEO, President or the most senior manager and to determine if interviewees understood the message. |  |  |  |

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| 2.1.2\* | Does the company have a MSD Prevention Program in place measuring and analyzing MSD duties with risk factors?  Interview a representative sample of supervisors who would participate in the hazard analysis process to develop safe work procedures. Confirm their knowledge of the hazard recognition process and safe work procedures developed; their training thereafter and their involvement in the process |  |  |  |
| 2.3.1\* | Does the organization have a policy to identify risk factors and safe work practices with regard to driver safety?  Interview supervisors to determine their knowledge and understanding of the driver safety hazards and safe work practices. |  |  |  |
| 2.3.2 | Does the driver safety policy outline procedures for evaluating driver competency and ongoing driver improvement?  Interview supervisors to determine if there is an effective method of tracking training including qualifications, experience and ongoing improvement of abilities in place. |  |  |  |
| 2.4.1\* | Has the organization developed safe work procedures for each type of mobile equipment in the workplace?  Interview a representative sample of supervisors to verify their awareness of mobile equipment safe work procedures. |  |  |  |
| 2.4.4\* | Does the organization have safe work procedures in place for pedestrians working around mobile equipment?  Interview supervisors to confirm knowledge of mobile equipment pedestrian safety procedures. |  |  |  |
| 2.5.1\* | Does the company have a fall protection program to control fall hazards in the workplace?  Interview supervisors to verify their understanding of the fall protection program, identified hazards and the safe work practices in place. |  |  |  |
| 3.1.1\* | Does the organization have a formal process to recognize hazards and does the process include input from various managers, supervisors, and workers?  Interview a representative sample of supervisors and managers to verify their level of involvement in the hazard process. |  |  |  |
| 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?  Interview supervisors & managers who sit on the Joint Health and Safety Committee (JHSC) with assigned hazard identification and risk assessment responsibility. Verify that hazard identification and risk assessments are conducted prior to work commencement. |  |  |  |
| 3.1.5\* | Is training provided to employees responsible for carrying out and reviewing the results of hazard identification and risk assessment?  Interview managers and supervisors responsible for conducting hazard identification and risk assessment activities to confirm they have had training in hazard identification and risk assessment. |  |  |  |
| 3.2.3\* | Does the organization have a process for the development of control measures? Are employees involved in the process?  Interview a representative sample of managers and supervisors to determine if their input is required during the establishment of hazard control measures. |  |  |  |
| 3.3.2\* | Are workers involved in the development, evaluation and revision of the safe work procedures and risk control measures?  Interview supervisors and managers to determine the means and scope of worker involvement and to confirm if workers are participating in the process. |  |  |  |
| 4.2.2 | Does the organization have a process to ensure that workers are competent after receipt of training?  Interview supervisors to determine if they are aware of the evaluation process and to verify that competency is verified. |  |  |  |
| 4.2.3 | Do supervisors clearly understand who is responsible to conduct orientations and training and when it is required?  Interview supervisors to determine their understanding of the orientation and training process. |  |  |  |
| 4.2.4\* | Are members of the JHSC provided with appropriate training to be competent in carrying out their duties and responsibilities?  Interview manager and supervisor members of the JHSC to confirm their training needs have been assessed and training is being provided. |  |  |  |
| 5.1\* | Does the organization have a formal policy and procedure for conducting workplace inspections?  Are managers and supervisors involved in the inspection process?  Interview supervisors to confirm worker involvement in the inspection process (i.e. JHSC members’ involvement and performing inspections). |  |  |  |
| 5.5\* | Does the (inspection) system ensure that any deficiencies identified are corrected in a timely manner?  Interview a representative sample of supervisors to confirm that deficiencies are being corrected in a timely manner. |  |  |  |
| 5.6\* | Does the Inspection program identify a training process for parties responsible for completing workplace inspections?  Interview a representative number of supervisors & managers and supervisor/manager JHSC members who are involved with the inspection process to confirm that they have been trained. |  |  |  |
| 5.8 | Does the organization have a system in place for management to ensure that the inspection process is being effectively followed?  Interview management to confirm their involvement in review of inspection process. |  |  |  |
| 6.4\* | Are all reported incidents investigated by the company?  Interview a representative sample of supervisors to verify that all incidents/accidents are investigated. |  |  |  |
| 6.7\* | Are investigations being conducted using a team approach with the involvement and input of relevant personnel?  Based on information of completed incident investigation reports, interview managers, supervisors, and (manager/supervisor) investigators to confirm their level of involvement in the investigation process. |  |  |  |
| 6.8\* | Are supervisors and managers held responsible for the accident investigation process?  Interview managers and supervisors to confirm if managers/supervisors are held accountable for the accident investigation process. |  |  |  |
| 7.3\* | Does the emergency preparedness policy identify the responsibilities and training of workers, managers and supervisors?  Interview managers and supervisors to determine if the procedures have been communicated to them and they have the knowledge of the emergency preparedness procedures. |  |  |  |
| 7.4\* | Are the emergency preparedness procedures, equipment/supplies periodically tested and inspected for adequacy and effectiveness? Are the tests reviewed, evaluated to identify potential deficiencies and areas of improvement?  Interview a sample of managers and supervisors to determine if the procedures are adequate and effective, that tests are being performed and they have knowledge of ongoing improvements. |  |  |  |

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| 8.3 | Does the organization have a health & safety review plan to evaluate the effectiveness of the system and is senior management involved in the review? How well is the process implemented?  Interview the person responsible for health and safety to determine if the process has been implemented.  Interview management to determine their involvement in review of the health and safety management system. |  |  |  |
| 8.4 | Does the organization have a health and safety continuous improvement plan?  Interview senior management to verify that health and safety goals and objectives are included in the operational business plan. |  |  |  |
| 9.1\* | Does the organization have a JHSC with clearly defined terms of reference?  Interview manager/supervisor JHSC members to determine their level of understanding of their roles and responsibilities under the terms of reference and the committee process. |  |  |  |

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| 9.3\* | Are the JHSC meeting minutes recorded, posted and communicated to employees?  Interview a representative sample of managers and supervisors to determine if they are aware of the types of information communicated through the minutes of the JHSC. |  |  |  |
| 9.4\* | Do the JHSC committee members receive training as required?  Interview manager/supervisor members of the JHSC to confirm if they have received the appropriate training as required. |  |  |  |
| 9.5\* | Does management support the recommendations put forth by the JHSC?  Interview managers to confirm management support and commitment for the JHSC. |  |  |  |
| 10.2 | Are contractors advised of all applicable worksite hazards and safe work procedures?  Interview a representative sample of persons hiring contractors to determine their understanding of the contractor orientation/training program. |  |  |  |