|  |
| --- |
| OHS – Worker Interview Questions |
| Note: Numbers with asterisks (\*) beside them have a corresponding question on the OHS – Manager/Supervisor Interview Questions sheet. You will need to blend the results from the Question/Guideline on both sheets when scoring and writing the audit report.  |
| # | **Guideline** | **Positive Response** | **Negative Response** | **Comments/Overall Conclusion** |
| 1.1.4 | Do supervisors and managers effectively communicate the OHS policy to workers?Interview a representative sample of various workers to determine if the policy has been communicated to them. |  |  |  |
| 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 workers aware of the organization’s process for ensuring compliance with the health and safety rules and regulations? Is the discipline process followed as outlined? |  |  |  |
| 1.2.6 | Are managers and supervisors leading by example and following the health and safety rules and procedures? Interview workers to determine overall compliance by managers and supervisors.  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |
| 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 workers to understand if they are aware of the types of safety resources applicable to their operations and how safety resources are accessed.  |  |  |  |
| 1.2.8 | Have workers been advised of their responsibilities and accountability with regard to complying with the health & safety program and regulations?Interview a representative sample of workers to determine if workers are aware of their legal and company assigned responsibilities. |  |  |  |
| 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 workers to confirm the involvement of the CEO, President or the most senior manager and to determine if interviewees understood the message. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |
| 1.2.11 | Do managers, supervisors communicate health & safety information to workers on a regular and ongoing basis?Interview a representative sample of workers to determine if the process is followed. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 workers who are required to use safe work procedures and would participate in hazard analysis. Confirm their knowledge of the hazard recognition process and safe work procedures developed; their training thereafter and their involvement in the process |  |  |  |
| 2.2.2 | Does the material handling policy outline safe work procedures and best practices for material handling?Interview a representative sample of workers with material handling duties to determine if they are aware of material handling safe work practices. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |
| 2.3.1\* | Does the organization have a policy to identify risk factors and safe work practices with regard to driver safety?Interview workers to determine their knowledge and understanding of the driver safety hazards and safe work practices.  |  |  |  |
| 2.4.1\* | Has the organization developed safe work procedures for each type of mobile equipment in the workplace?Interview a representative sample of workers to verify their awareness of mobile equipment safe work procedures. |  |  |  |
| 2.4.2 | Does the organization have a process to ensure operators are qualified and competent per regulatory requirements?Interview a representative sample of operators to determine if they have received training and went through competency verification specific to equipment prior to commencing job duties. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |
| 2.4.4\* | Does the organization have safe work procedures in place for pedestrians working around mobile equipment?Interview workers 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 workers to verify their understanding of the fall protection program, identified hazards and the safe work practices in place.  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 workers to establish if they are involved in the process of identifying hazards.  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |
| 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 workers and Joint Health and Safety Committee (JHSC) members with assigned hazard identification and risk assessment responsibility to verify that hazard identification and risk assessments are conducted prior to work commencement.  |  |  |  |
| 3.1.4 | 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?Interview workers to see if communication has occurred and if they are aware of hazards, risks and necessary controls associated with their work activities. |  |  |  |
| 3.1.5\* | Is training provided to employees responsible for carrying out and reviewing the results of hazard identification and risk assessment?Interview workers responsible for conducting hazard identification and risk assessment activities to confirm they have had training in hazard identification and risk assessment. |  |  |  |
| # | **Guideline** | **Positive Response** | **Negative Response** | **Comments/Overall Conclusion** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 workers to determine if their input is required during the establishment of hazard control measures. |  |  |  |
| 3.3.1 | Have workers received communication and training on the safe work practices and safe work procedures?Interview a representative sample of workers required to follow safe work practices and procedures to determine if they are aware of the procedures and practices. |  |  |  |
| 3.3.2\* | Are workers involved in the development, evaluation and revision of the safe work procedures and risk control measures?Interview workers to determine the means and scope of worker involvement and to confirm if workers are participating in the process. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |
| 3.3.3 | 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?Interview a representative sample of workers to determine if they are aware of the location, how to access the safe work procedures and what the procedures are related to their job. |  |  |  |
| 3.4.3 | PPE policy implementation:a) Are workers trained in the appropriate use, care and maintenance of PPE? b) Is PPE made available to workers when required?Interview a representative sample of workers to determine their level of knowledge on PPE requirements. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |
| 4.1.1 | Are all new hires provided a detailed orientation on their first day or prior to commencing their job duties?Interview a representative sample of workers (new hires, young workers, return to work and reassigned workers, owner operators) to confirm they have had a formal orientation on their first day prior to commencing work activities. |  |  |  |
| 4.1.2 | Does the orientation include a general overview of the organization’s health & safety policies, procedures, job specific hazards and rights and responsibilities?Interview a representative sample of employees and owner operators to determine their understanding of the contents of the orientation. |  |  |  |
| 4.1.3 | 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?Interview a representative sample of workers to ensure that they have received job specific training as documented. |  |  |  |
| # | **Guideline** | **Positive Response** | **Negative Response** | **Comments/Overall Conclusion** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.1.4 | Do employees and owner operators 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?Interview a representative sample of employees and owner operators to verify if this is occurring as required. |  |  |  |
| 4.2.1 | Does the organization have a process to identify refresher and ongoing training needs for continual improvement and upgrade of employee’s knowledge and skills?Interview a representative sample of employees and owner operators to verify that ongoing training is provided as documented. |  |  |  |
| 4.2.4\* | Are members of the JHSC provided with appropriate training to be competent in carrying out their duties and responsibilities?Interview worker members of the JHSC to confirm their training needs have been assessed and training is being provided. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |
| 5.1\* | Does the organization have a formal policy and procedure for conducting workplace inspections?Are workers involved in the inspection process?Interview workers to confirm worker involvement in the inspection process (i.e. JHSC members’ involvement and performing inspections). |  |  |  |
| 5.4 | Is there a system in the workplace inspection program to ensure that deficiencies are reported?Interview a sample of workers to determine if deficiencies are reported. |  |  |  |
| 5.5\* | Does the (inspection) system ensure that any deficiencies identified are corrected in a timely manner?Interview a representative sample of workers 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 workers and worker JHSC members who are involved with the inspection process to confirm that they have been trained. |  |  |  |
| # | **Guideline** | **Positive Response** | **Negative Response** | **Comments/Overall Conclusion** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.7 | Does the organization have a system in place for workers to report hazards in the workplace?Interview a representative sample of workers to confirm that they are aware of a hazard reporting procedure to report unsafe conditions. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |
| 6.3 | Does the incident investigation policy outline the requirement for employees and owner operators to report all occupational incidents, near misses, accidents and illnesses?Interview a sample of workers and owner operators to determine if they are aware of the company policy with regard to their responsibility to report occupational incidents, near misses and illnesses immediately. |  |  |  |
| 6.4\* | Are all reported incidents investigated by the company?Interview a representative sample of workers to verify that all incidents/accidents are investigated. |  |  |  |
| # | **Guideline** | **Positive Response** | **Negative Response** | **Comments/Overall Conclusion** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.5 | When corrective action recommendations are made is the organization ensuring the corrective actions are implemented?Interview a representative sample of workers to confirm if they are aware of the recommendations and the implementation of corrective actions. |  |  |  |
| 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 (worker) investigators and JHSC worker representatives to confirm their level of involvement in the investigation process. |  |  |  |
| 6.8\* | Are supervisors and managers held responsible for the accident investigation process?Interview worker JHSC representatives to confirm if managers/supervisors are held accountable for the accident investigation process. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.9 | Does the organization clearly communicate the root cause and/or results of the incident investigations to all affected personnel?Interview a representative sample of workers to determine if they are aware of changes in procedures or operations after incident recommendations. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7.3\* | Does the emergency preparedness policy identify the responsibilities and training of workers, managers and supervisors?Interview workers to determine if the procedures have been communicated to them and they have the knowledge of the emergency preparedness procedures. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 workers to determine if the procedures are adequate and effective, that tests are being performed and they have knowledge of ongoing improvements. |  |  |  |
| 7.6 | Are there communication tools available to contact emergency response assistance in a timely manner?Interview workers to determine their level of awareness with regard to availability of emergency contact tools. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |
| 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?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.  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9.1\* | Does the organization have a JHSC with clearly defined terms of reference?Interview worker JHSC members to determine their level of understanding of their roles and responsibilities under the terms of reference and the committee process. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Guideline | Positive Response | Negative Response | Comments/Overall Conclusion |
| 9.2 | Are the JHSC members actively involved in the health & safety program and activities?Interview a representative sample of worker JHSC members to confirm their involvement in: * Workplace inspections
* Accident investigations
* Job safe work procedure development
* Safety awareness
 |  |  |  |
| 9.3\* | Are the JHSC meeting minutes recorded, posted and communicated to employees?Interview a representative sample of workers 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 worker 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 worker JHSC members to confirm management support and commitment for the JHSC. |  |  |  |
| # | **Guideline** | **Positive Response** | **Negative Response** | **Comments/Overall Conclusion** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.  |  |  |  |