## TSCBC COR audit interview checklist for workers – June 23 2017

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| **Element 1 - Management Leadership** | | | |
| **NO.** | **Audit Topics For Worker Interviews** | **Y/N** | **Alternative Questions** |
| **1-1 Health and Safety Program** | | | |
| 1.1-4 | Do supervisors and managers effectively communicate the OHS policy to workers? |  | **Has your supervisor told you about or shown you the safety policy of your company?**  Do you know where your company OHS policy is? |
| **Notes:** | | | |
| **1-2 Roles and Responsibilities** | | | |
| 1.2-3 | Are supervisors monitoring the health and safety of all workers under their direct supervision? |  | **Do supervisors watch you work with safety in mind?** |
| 1.2-4 | Does the organization have a process for ensuring compliance with the health & safety rules and regulations? Is the process being followed as outlined? |  | **Does your company keep you up-to-date regarding changes in your work regarding safety law?**  **Does the company have a process to address issues with employees that fail to follow the health and safety rules? Is the process followed?**  **Does the company have a way to deal with employees who are not following the health and safety rules? Is the process followed?**  Do you know what will happen if you are not following health & safety rules? |
| 1.2-6 | Are managers and supervisors leading by example and following the health and safety rules and procedures? |  | **Does your manager or supervisor lead safety by providing a good example?( I.e. wearing PPE, discussing PPE)** |
| **Notes:** | | | |

| **NO.** | **Audit Topics For Worker Interviews** | **Y/N** | **Alternative Questions** |
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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? |  | **Are you kept up-to-date with regards to safety rules and procedures? How do managers/supervisors communicate safety issues to you?**  **How do managers and supervisors pass on safety issues to you? How do they make sure you could look up safe work procedures or safety regulations?**  **Have managers provided you access to current health and safety information and resources? Do managers communicate safety regularly?**  Do you know where to find your safety regulations, industry safety codes of practice and safe work procedures? |
| 1.2-8 | Have workers been advised of their responsibilities and accountability with regard to complying with the health & safety program and regulations? |  | **What expectations does your company have of you regarding safety?**  **How does your company expect you to behave towards safety on the job?**  **Do you know what your health and safety responsibilities are to the company?** |
| 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 top management meet with (you) the workers at least once a year and explain the importance of safety?** |
| 1.2-11 | Do managers, supervisors communicate health & safety information to workers on a regular and ongoing basis? |  | **Does your supervisor communicate safety messages to you regularly through notices or safety talks?** |
| **Notes:** | | | |

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| **Element 2 -Industry Specific Elements** | | | |
| **2-1 MSD Prevention** | | | |
| 2.1-2 | Does the company have a MSD Prevention Program in place measuring and analyzing MSD duties with risk factors? |  | Does your company show interest in muscle or other soft tissue injuries that you may experience? For example strains, or soreness? If so, how? Recording method?  Does the company have a program in place that identifies duties at risk of muscle strain, sprain and pain?  Does the company have a method to identify duties which could cause muscle strain, sprain, or pain? Are the identified duties listed or posted anywhere? |
| **Notes:** | | | |
| **2-2 Material Handling** | | | |
| 2.2-2 | Does the Material Handling policy outline safe work procedures and best practices for material handling? |  | Have you been provided information on how to safely move materials around your workplace? Can you provide an example? |
| **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? |  | Read hazard identification and safe driving policy to worker. Can you give me an example of that?  Does the company have a driver safety policy? Does the policy identify risk factors and safe work procedures? |
| **Notes:** | | | |
| **2-4 Mobile Equipment** | | | |
| 2.4-1 | Has the organization developed safe work procedures for each type of mobile equipment in the workplace? |  | Have you ever seen or been informed about a rules for operating forklifts, walkies, powered pallet jacks or the yard goat?  Does the company have safe work procedures for ALL moveable equipment on site? |
| 2.4-2 | Does the organization have a process to ensure operators are qualified and competent per regulatory requirements? |  | Does your company ask for a driver’s abstract or other certification once in a while (TDG, WHMIS, Forklift, First-aid)?  Could also ask “How Often does your company ask for …”  Does the company have a process to confirm operators are qualified and able to safely operate mobile equipment? |

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| 2.4-4 | Does the organization have safe work procedures in place for pedestrians working around mobile equipment? |  | Are there rules for pedestrians working around machines here? Can you name a few? (i.e. Eye contact, listen for backup alarms)  Does the company have written safe work procedures or rules for anyone walking or working around moveable equipment? |
| **Notes:** | | | |
| **2-5 Falls** | | | |
| 2.5-1 | Does the company have a fall protection program to control fall hazards in the workplace? |  | Are there rules provided for working at heights over 8’ (FED), or 10’ (PROV)?  Does the company have any ways or means in place to protect workers when there is a chance of being hurt by falling |
| **Notes:** | | | |
| **Element 3 – Hazard Recognition and Control** | | | |
| **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 mangers, supervisors, and workers? |  | Do you have a way to report hazards or safety issues to your supervisor/manager?  Does your supervisor/manager have a way to report hazards that you know of?  Does the company have a process to identify hazards or safety issues? Have managers, supervisors, and workers been involved in that 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? |  | Do you check out the work area for hazards before you start work or if a process has changed to make sure it is safe? (i.e. circle check before driving, walk the warehouse before jumping on the lift truck) |
| 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? |  | What would you do if something changed (i.e. new forklift type) at work regarding safety?  If there was a change at work that could affect safety how would you find out about it?  Would there be a meeting? Would you just be told to do it? Would you receive training? If so, from who?  Are workers told about all hazards, risks and controls as they are identified? |

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| 3.1-5 | Is training provided to employees responsible for carrying out and reviewing results of hazard identification and risk assessment? |  | Has your worker safety representative received any training to your knowledge? If so, do you know what training?  Is training provided to anyone responsible for completing hazard assessments? |
| **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? |  | Are you asked as to how to reduce the chance of injury while performing your work from time to time?  How are control measures developed? Are workers like you involved in the process? |
| **Notes:** | | | |
| **3-3 Safe Work Practices** | | | |
| 3.3-1 | Have workers received communication and training onthe safe workpractices and safe work procedures? |  | Have you received safety training or coaching in the last year? Three years?  Have you received written and hands-on safety training? |
| 3.3-2 | Are workers involved in development, evaluation, and revision of the safe work procedures and risk control measures? |  | Have you been asked to comment on hazard reduction regarding your work in the last year? Three years?  Are workers like you involved in developing, evaluating and revising safe work procedures and risk control measures? |
| 3.3-4 | 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? |  | Where would you go to review a “written safe work procedure” if you were unsure what to do? Do you believe everyone knows where they are?  Are safe work procedures easily accessed to any workers who might need to review them? Where are safe work procedures kept? |
| **Notes:** | | | |
| **3-4 Hazard Recognition and Control/PPE** | | | |
| 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? |  | Who provides your vest? Boots? Gloves? And when?  Do you know how to care for your PPE? Did your employer train you on care of your PPE? |
| **Notes:** | | | |
| **Element 4 – Training & Instruction** | | | |
| **4-1 Orientation** | | | |
| 4.1-1 | Are all new hires provided a detailed orientation on their first day or prior to commencing their job duties? |  | Did you, or another new employee, receive a detailed orientation before starting work? |
| 4.1-2 | Does orientation include a general overview of the organization’s H&S policies, procedures, job specific hazards, and rights and responsibilities? |  | **Did the orientation include, safety policy/procedures? Job hazards? Safety Rights and responsibilities?**  Can you explain what topics were included during 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? |  | **If you were asked to do a job that you are unfamiliar with would you be trained or put in a buddy system or just go and do it? Is the training recorded?**  Does the company have a process to track what training is required for each job and who should get trained?  What kinds of job specific training did you get? |
| 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? |  | **Can you think of a time when someone received a safety** re-**orientation other than on their first day of work? If so, when?** |
| **Notes:** | | | |
| **4-2 Ongoing Training** | | | |
| 4.2-1 | Does the organization have a process to identify refresher and ongoing training needs for the continuous improvement and upgrading of employee’s knowledge and skills? |  | **Have you, or someone here, had a chance to upgrade skills or receive additional training?**  **How does the company know when it is time for re-training or more training?**  Does the company have a process to track additional refresher or upgrading training needs? |
| 4.2-5 | Are members of the JHSC provided with appropriate training to be competent in carrying out their duties and responsibilities? (Interview JHSC worker representatives) |  | **Have you received training specific to your role as a member of the JHSC?** |
| **Notes:** | | | |

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| **Element 5 – Workplace Inspections** | | | |
| **NO.** | **Audit Topics For Worker Interviews** | **Y/N** | **Alternative Questions** |
| 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? |  | **Who performs inspections here? Are you aware of a written policy for inspections?** |
| 5-4 | Is there a system in the workplace inspection program to ensure that deficiencies are reported? |  | **What happens to the inspection results, as far as you know?**  How are deficiencies found during an inspection reported? |
| 5-5 | Does the system ensure that any deficiencies identified are corrected in a timely manner? |  | **Have you seen any fixes for items that fail inspection?**  Are deficiencies fixed in a timely manner? |
| 5-6 | Does the Inspection program identify a training process for parties responsible for completing workplace inspections? |  | **Are people trained on how to perform inspections?**  **Do you know what training is given to those people who are doing inspections** |
| 5-7 | Does the organization have a system in place for workers to report hazards in the workplace? |  | **How would you report a hazard if you were not involved in inspections?** |
| **Notes:** | | | |
| **Element 6- Incident Investigation** | | | |
| 6-3 | Does the Incident Investigation policy outline the requirement for employees to report all occupational incidents, near misses, accidents and illnesses? |  | **Are you required to report all near misses? Accidents? Illnesses? Anything else?**  What kinds of incident are you required to report? |
| 6-4 | Are all reported incidents investigated by the company? |  | **How are these reports followed up on?** |
| 6-5 | When corrective action recommendations are made, is the organization ensuring these actions are implemented? |  | **Does your company fix things that are dangerous? Inform you of new or changed safe work procedures? Make sure the danger is managed?**  Are corrective action recommendations implemented? |
| 6-7 | Are investigations being conducted using a team approach with the involvement and input of relevant personnel? |  | **Who is involved in the investigations?** |
| **Notes:** | | | |
| **NO.** | **Audit Topics For Worker Interviews** | **Y/N** | **Alternative Questions** |
| 6-8 | Are supervisors and managers held responsible for the accident investigation process? |  | **Who is responsible for investigations here?** |
| 6-9 | Does organization clearly communicate the root cause and/or results of the incident investigations to all affected workers? |  | **Have you seen some sort of result from an investigation?**  Are investigation causes and/or results communicated to workers whose safety could be at risk if they didn’t know about the results?  Has your supervisor explain the main cause of the incident to you? |
| **Notes:** | | | |
| **Element – 7 Emergency Procedures** | | | |
| 7-3 | Does the emergency preparedness policy identify responsibilities and training of workers, managers, and supervisors? |  | **Who is responsible for emergency preparedness?**  **Have any responsibilities been given to other groups in the company (Workers, Managers, Supervisors) Are they trained?** |
| 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? |  | **Do you practice what to do in an emergency? Is emergency equipment inspected? Is improvement considered occasionally?**  Are tests reviewed to see what worked and what didn’t and what improvements could be made? |
| **Notes:** | | | |

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| **Element 9 – Joint health & Safety Committee** | | | |
| **NO.** | **Audit Topics For Worker Interviews** | **Y/N** | **Alternative Questions** |
| 9-1 | Does JHSC have clearly defined terms of reference? (Interview JHSC worker representatives) |  | Does your JHSC have a “terms of reference” or “rules of procedure” document? |
| 9-2 | Is JHSC actively involved in H&S program and activities? |  | Is the JHSC involved in safety? |
| **Notes:** | | | |
| **NO.** | **Audit Topics For Worker Interviews** | **Y/N** | **Alternative Questions** |
| 9-3 | Are JHSC meeting minutes recorded, posted & communicated to employees per the JHSC terms of reference? |  | Do JHSC meeting minutes get posted?  Do you know where to find JHSC meeting minutes? |
| 9-4 | Do JHSC members receive training as required? (Interview JHSC worker representatives) |  | Have you been trained as a JHSC representative?  What other training has been given to committee members? |
| 9-5 | Does management support JHSC’s recommendations? (Interview JHSC worker representatives) |  | Does management respond to JHSC’s recommendations? |
| **Notes:** | | | |
| **Element 10 - Contractor Management** | | | |
| 10-3 | Are contractors aware of the site specific hazards, safe work procedures and their responsibilities onsite as a contractor? |  | (Ask contractor) Did you receive any information regarding hazards at this work place? What about your OH&S responsibilities to the company? |
| 10-4 | Does the company include contractors in ongoing safety management ensuring that they are consistently aware of any changes in applicable procedures, hazards and/or other safety initiatives? |  | (Ask contractor) Is there a way for you to contribute to safety at this worksite?  Are you asked for input into company OH&S? |
| **Notes:** | | | |

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| **Element 11 – Injury Management/Return To Work** | | | |
| 11.1-2 | Has a written injury management/ return to work program established? |  | Are you aware of a written return to work 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? |  | Do you know who is in charge of the return to work program? |
| 11.3-1 | Does the company have a written formal process (series of steps from start 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 process regarding return to work or early intervention that you are aware of? |
| 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? |  | Is early intervention training available to your supervisor, first aiders or safety persons to your knowledge? |
| 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? |  | What do you know about 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? |
| 11.4-2 | Does the employer actively promote the benefits of the injury management/return to work program to all employees? |  | Have you heard from employer about the benefits of early intervention for injuries or return to work programs for workers? |

**50 OHS Questions + 8 RTW/IM Questions = 58 Total Questions**