

Audit Interview Questions

Employees						
	Question	Interview	Positive	Negative	N/A	Total Responses
1.4	Where would you find a copy of the company OHS policy?	Employees				
1.5	Your company has a statement of roles and responsibilities to ensure a healthy and safe workplace. What do you feel is your role?	Employees				
1.7	In your own words, what does the policy say?	Employees				
2.2	How are hazards identified before work begins?	Employees				
2.5	What site specific hazards were identified?	Employees				
2.8	Were the recommended controls implemented in a timely manner?	Employees				
2.9	How are you informed of potential hazards and controls?	Employees				
3.2	Can you give me an example of a safe work practice?	Employees				
3.3	Where can I find copies of safe work practices on this site?	Employees				
3.6	Are safe work practices regularly reviewed with you in toolbox talks, safety meetings etc.?	Employees				
4.1	Are there any specific safe job procedures available for the jobs you do? Name a couple.	Employees				
4.3	Explain a safe job procedure for a job that you do.	Employees				
4.4	Are safe job procedures followed?	Employees				
4.5	Where would you find copies of written safe job procedures on this site?	Employees				
4.7	Are safe job procedures regularly reviewed with you in toolbox talks, safety meetings etc.?	Employees				
5.2	Are company rules posted or given out to employees? When/where were the company rules shared with you?	Employees				
5.3	Can you give me an example of a company rule?	Employees				
5.4	What happens if someone breaks a rule?	Employees				

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Our Commitment to Safety

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5.5	Does the company follow their disciplinary process when someone breaks a health & safety rule?	Employees				
6.2	How were you made aware of the PPE requirements for this site?	Employees				
6.3	Do you have access to specialized PPE when needed?	Employees				
6.6	Do you get/provide training on PPE when needed?	Employees				
7.4	Is there a system in place for removing broken or defective tools or equipment from service? What is it?	Employees				
7.6	Where/Who would you submit a faulty tool/equipment to for repair and/or maintenance?	Employees				
8.2	Did you receive a safety orientation prior to starting work?	Employees				
8.5	What job specific training have you received?	Employees				
8.7	Was there a test involved to measure knowledge after training?	Employees				
8.8	How often does your company hold scheduled safety meetings?	Employees				
8.9	Do you, or does anyone else from management, attend these meetings?	Employees				
8.10	Are your comments and the comments of others invited and listened to?	Employees				
9.7	Are identified hazards/deficiencies corrected in a reasonable time?	Employees				
9.8	Are inspection results posted or discussed at safety meetings?	Employees				
10.3	What is the process for reporting an incident?	Employees				
10.6	Can you explain the process for reporting a no-loss incident (near miss)?	Employees				
10.7	After an incident occurs and an investigation takes place, what generally happens with the recommendations that are made?	Employees				

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11.2	What are the emergency plans for this site?	Employees				
11.7	In the event of an emergency, how would you contact the appropriate emergency response personnel?	Employees				
11.9	Who on this site is trained in first aid?	Employees				
13.1	Where are copies of the OHS Act and Regulations kept on this site?	Employees				
13.3	Can you explain your three (3) legislated rights? Under what circumstance would you exercise your right to refuse? And, how would you exercise this right?	Employees				
14.1	Do you know who the WHS representative/designate is?	Employees				
15.2	Name an active OHS committee representative that you could report OHS concerns to.	Employees				
16.1	Where would you find the SDS for the hazardous products and chemicals (including consumer products) in your workplace?	Employees				
16.4	Do you work with, or in proximity, to hazardous products and chemicals? If yes, which ones and have the SDS for these products been reviewed with you?	Employees				
17.1	Has the employer reviewed the procedures for working in confined spaces with you?	Employees				
17.2	Are confined space entry permits reviewed with you and is atmospheric testing conducted prior to entry, after work interruptions and at other appropriate intervals?	Employees				
17.3	Do you have a current confined space entry training certificate? This question will be N/A for individuals who do not work in confined spaces.	Employees				
17.4	Are rescue plans developed prior to work in confined spaces and are they reviewed with you?	Employees				

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18.1	Has the employer reviewed the procedures for working at height with you?	Employees				
18.2	Have fall protection plans been reviewed with you prior to working at height?	Employees				
18.3	Do you hold a valid fall protection training certificate? This question will be N/A for individuals who do not work at height.	Employees				
18.4	Do you inspect your fall protection equipment prior to use?	Employees				
18.6	Are rescue plans communicated to you, prior to working at height?	Employees				
19.1	Has the employer reviewed the power line hazard procedures with you?	Employees				
19.3	Do you have a current power line hazard training certificate?	Employees				
20.1	Has the employer reviewed traffic control procedures with you?	Employees				
20.3	Has the site traffic control plan been reviewed with you?	Employees				
20.4	Do you hold a valid traffic control training certificate? This question would be N/A for workers who do not carry out traffic control activities.	Employees				
21.1	Have trenching & excavation procedures been reviewed with you?	Employees				
21.3	Have you received trenching & excavation training?	Employees				
22.1	Have TDG procedures been reviewed with you? What dangerous goods do you handle or transport?	Employees				
22.3	Have you received TDG training?	Employees				
23.1	How do you determine whether or not asbestos or other hazardous materials are present, prior to commencing renovation or demolition activities? If hazardous materials are suspected, what procedures do you follow?	Employees				
23.2	If hazardous materials are confirmed, what procedures do you follow?	Employees				
23.3	Do you have valid training in Asbestos Abatement?	Employees				

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24.1	Where would you find the lunchroom, if provided, and the washroom?	Employees				
24.2	Is garbage and recyclables removed and are floors and working surfaces kept clean?	Employees				
24.3	Does your work site provide adequate ventilation for the type of work being carried out?	Employees				
25.1	Has the employer consulted with you on your experiences with working alone, workplace harassment, and violence?	Employees				
25.2	If applicable, have the procedures for working alone been reviewed with you and are check-in procedures being followed?	Employees				
25.3	If applicable, have the procedures for workplace violence prevention been reviewed with you?	Employees				
25.6	What are your responsibilities under the Harassment Prevention Plan and what are the procedures for filing a complaint?	Employees				
26.4	What are your responsibilities/obligations in terms of ESRTW and what are you required to do after an injury occurs?	Employees				
27.2	Have your responsibilities for ESRTW, and the policies and procedures contained within the ESRTW Program, been reviewed with you within the past year?	Employees				
27.5	Who is responsible for overseeing the ESRTW program?	Employees				
27.7	If you have been involved in the RTW process, were you involved in identifying suitable and meaningful work during RTW planning?	Employees				
27.9	If you have been involved in the RTW process, did the employer maintain communication with you during your injury/return to work plan?	Employees				

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28.1	Do you have an Environmental policy/procedure? What equipment and materials do you have for the protection of the environment?	Employees				
28.2	Have procedures been developed and communicated to workers to deal with an accidental release of contaminants to the environment?	Employees				