

OCCUPATIONAL HEALTH & SAFETY PROGRAM/POLICY STATEMENT QUESTIONS						
Element 1	Question	Interview	Positive	Negative	N/A	Total Responses
1.4	Where would you find a copy of the company OHS policy?	Employees Management / Supervisors				
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 Management / Supervisors				
1.7	In your own words, what does the policy say?	Employees Management / Supervisors				

HAZARD ASSESSMENT, ANALYSIS & CONTROL QUESTIONS						
Element 2	Question	Interview	Positive	Negative	N/A	Total Responses
2.2	How are hazards identified before work begins?	Employees Management / Supervisors				
2.3	How are hazards assessed as the job progresses?	Management / Supervisors				
2.4	Who is involved in conducting hazard assessments?	Management / Supervisors				
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				
2.10	How do you ensure that sub-contractors have a health & safety program in place or that they are oriented to your safety program?	Management / Supervisors				

SAFE WORK PRACTICES QUESTIONS						
Element 3	Question	Interview	Positive	Negative	N/A	Total Responses
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 Management / Supervisors				
3-5	How do you ensure safe work practices are regularly reviewed for relevance, compliance with legislation, etc.?	Management / Supervisors				
3-6	Are safe work practices regularly reviewed with you in toolbox talks, safety meetings etc.?	Employees				

SAFE JOB PROCEDURES QUESTIONS						
Element 4	Question	Interview	Positive	Negative	N/A	Total Responses
4-1	Are there any specific safe job procedures available for the jobs you do? Name a couple.	Employees Management / Supervisors				
4-3	Explain a safe job procedure for a job that you do.	Employees				
4-4	Are safe job procedures followed?	Employees Management / Supervisors				
4-5	Where would you find copies of written safe job procedures on this site?	Employees Management / Supervisors				
4-6	How do you ensure safe job procedures are regularly reviewed for relevance, compliance with legislation, etc.?	Management / Supervisors				
4-7	Are safe job procedures regularly reviewed with you in toolbox talks, safety meetings etc.?	Employees Management / Supervisors				

HEALTH & SAFETY RULES QUESTIONS						
Element 5	Question	Interview	Positive	Negative	N/A	Total Responses
5.2	Are company rules posted or given out to employees? When/where were the company rules shared with you?	Employees Management / Supervisors				
5.3	Can you give me an example of a company rule?	Employees				
5.4	What happens if someone breaks a rule?	Employees Management / Supervisors				
5.5	Does the company follow their disciplinary process when someone breaks a health & safety rule?	Employees Management / Supervisors				

PERSONAL PROTECTIVE EQUIPMENT (PPE) QUESTIONS						
Element 6	Question	Interview	Positive	Negative	N/A	Total Responses
6.2	How do you make the employees aware of the PPE requirements?	Management / Supervisors				
	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 Management / Supervisors				
6.6	Do you get/provide training on PPE when needed?	Employees Management / Supervisors				
6.7	How do you determine what type of PPE is required?	Management / Supervisors				

PREVENTATIVE MAINTENANCE QUESTIONS						
Element 7	Question	Interview	Positive	Negative	N/A	Total Responses
7.4	Is there a system in place for removing broken or defective tools or equipment from service? What is it?	Employees Management / Supervisors				
7.6	Where/Who would you submit a faulty tool/equipment to for repair and/or maintenance?	Employees				
	Are the individuals, carrying out repairs and maintenance on tools and equipment, qualified and how do you verify that they are qualified?	Management / Supervisors				

TRAINING & COMMUNICATION QUESTIONS						
Element 8	Question	Interview	Positive	Negative	N/A	Total Responses
8.2	Did you receive a safety orientation prior to starting work?	Employees				
	Do employees receive a safety orientation prior to starting work	Management / Supervisors				
8.5	What job specific training have you received?	Employees				
	What type of job training have employees received?	Management / Supervisors				
8.6	What training have you had in your safety and health responsibilities?	Management / Supervisors				
8.7	Was there a test involved to measure knowledge after training?	Employees Management / Supervisors				
8.8	How often does your company hold scheduled safety meetings?	Employees Management / Supervisors				
8.9	Do you, or does anyone else from management, attend these meetings?	Employees Management / Supervisors				
8.10	Are your comments and the comments of others invited and listened to?	Employees				
8.11	Does a qualified/competent person conduct training? How do you verify competency?	Management / Supervisors				

WORKPLACE INSPECTIONS QUESTIONS						
Element 9	Question	Interview	Positive	Negative	N/A	Total Responses
9.5	How are you involved in the inspection process?	Supervisors				
9.7	Are identified hazards/deficiencies corrected in a reasonable time?	Employees Management / Supervisors				
9.8	Are inspection results posted or discussed at safety meetings?	Employees				
	How are inspection results communicated to workers?	Management / Supervisors				

INVESTIGATIONS & REPORTING QUESTIONS						
Element 10	Question	Interview	Positive	Negative	N/A	Total Responses
10.3	What is the process for reporting an incident?	Employees Management / Supervisors				
10.4	Can you explain the process for conducting an investigations?	Management / Supervisors				
10.6	Can you explain the process for reporting a no-loss incident (near miss)?	Employees Management / Supervisors				
10.7	After an incident occurs and an investigation takes place, what generally happens with the recommendations that are made?	Employees				

EMERGENCY PREPAREDNESS QUESTIONS						
Element 11	Question	Interview	Positive	Negative	N/A	Total Responses
11.2	What are the emergency plans for this site?	Employees				
	How do employees receive the information contained in the emergency plans for this site?	Management / Supervisors				
11.7	In the event of an emergency, how would you contact the appropriate emergency response personnel?	Employees Management / Supervisors				
11.9	Who on this site is trained in first aid?	Employees				
	Are the required number of first aiders on this site?	Management / Supervisors				
11.10	If someone gets injured, how would they be transported to a medical facility?	Management / Supervisors				

RECORDS & STATISTICS QUESTIONS						
Element 12	Question	Interview	Positive	Negative	N/A	Total Responses
12.1	What is the process for managing / submitting completed safety program documentation and compiling statistics?	Management / Supervisors				

LEGISLATION QUESTIONS						
Element 13	Question	Interview	Positive	Negative	N/A	Total Responses
13.1	Where are copies of the OHS Act and Regulations kept on this site?	Employees Management / Supervisors				
13.2	Do you consult or consider legislation when conducting your job planning? Give me an example.	Management / Supervisors				
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 Management / Supervisors				

WORKER HEALTH & SAFETY (WHS) REPRESENTATIVE/DESIGNATE QUESTIONS						
Element 14	Question	Interview	Positive	Negative	N/A	Total Responses
14.1	Do you know who the WHS representative/designate is?	Employees				
	Are you connected to management in any way? If yes, are you the WHS designate?	WHS Representative / Designate				
14.2	Have you been involved in the development or review of the OHS policy?	WHS Representative / Designate				
14.3	Have you participated in workplace inspections? If yes, can you please give me an example of where and when?	WHS Representative / Designate				
14.4	Does the employer consult with you during the hazard assessment process?	WHS Representative / Designate				
14.5	Are you involved in the development or review of safe work practices?	WHS Representative / Designate				
14.6	Are you involved in the development or review of safe job procedures?	WHS Representative / Designate				
14.7	Do you participate in/review the results of incident investigations?	WHS Representative / Designate				

OCCUPATIONAL HEALTH & SAFETY (OHS) COMMITTEE QUESTIONS						
Element 15	Question	Interview	Positive	Negative	N/A	Total Responses
15.2	Who are the representatives of management and employees on the OHS committee and were the worker members elected by their co-workers?	Employees Management / Supervisors				
15.3	How often are OHS committee meetings held?	OHS Committee				
15.4	Has the OHS committee's terms of reference been reviewed?	OHS Committee				
15.5	Have you been involved in the development or review of the OHS policy?	OHS Committee				
15.6	Have you participated in workplace inspections? If yes, can you please give me an example of where and when?	OHS Committee				
15.7	Does the OHS committee review training requirements or make recommendations for training?	OHS Committee				
15.8	Does the employer consult with you during the hazard assessment process?	OHS Committee				
15.9	Is the committee involved in the development or review of safe work practices?	OHS Committee				
15.10	Are you involved in the development or review of safe job procedures?	OHS Committee				
15.11	Do you participate in/review the results of incident investigations?	OHS Committee				

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) 2015 QUESTIONS						
Element 16	Question	Interview	Positive	Negative	N/A	Total Responses
16.1	Where would you find the SDS for the hazardous products and chemicals (including consumer products) in your workplace?	Employees Management / Supervisors OHS Committee / WHS Representative / Designate				
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 Management / Supervisors OHS Committee / WHS Representative / Designate				

CONFINED SPACE ENTRY QUESTIONS						
Element 17	Question	Interview	Positive	Negative	N/A	Total Responses
17.1	Do you have procedures developed for working in confined spaces?	Management / Supervisors OHS Committee / WHS Representative / Designate				
	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				



FALL PROTECTION QUESTIONS						
Element 18	Question	Interview	Positive	Negative	N/A	Total Responses
18.1	Do you have procedures developed for working at height?	Management / Supervisors OHS Committee / WHS Representative / Designate				
	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	How do you ensure that employees are inspecting fall protection equipment prior to use?	Management / Supervisors				
	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				

POWER LINE HAZARDS QUESTIONS						
Element 19	Question	Interview	Positive	Negative	N/A	Total Responses
19.1	Do you have procedures developed for working in proximity to power lines?	Management / Supervisors OHS Committee / WHS Representative / Designate				
	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				

TRAFFIC CONTROL QUESTIONS						
Element 20	Question	Interview	Positive	Negative	N/A	Total Responses
20.1	Does the company have written traffic control procedures?	Management / Supervisors OHS Committee / WHS Representative / Designate				
	Has the employer reviewed traffic control procedures with you?	Employees				
20.3	Are site specific traffic control plans being developed and reviewed with workers and traffic control persons?	Management / Supervisors				
	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				
20.5	Do all individuals who hold overall responsibility for traffic control operations hold a valid Level 2 traffic control training certificate?	Management / Supervisors OHS Committee / WHS Representative / Designate				

TRENCHING & EXCAVATION QUESTIONS						
Element 21	Question	Interview	Positive	Negative	N/A	Total Responses
21.1	Does the company have written procedures for trenching & excavation activity?	Management / Supervisors OHS Committee / WHS Representative / Designate				
	Have trenching & excavation procedures been reviewed with you?	Employees				
21.3	Have you received trenching & excavation training?	Employees				

TRANSPORTATION OF DANGEROUS GOODS (TDG) QUESTIONS						
Element 22	Question	Interview	Positive	Negative	N/A	Total Responses
22.1	Does the company have written procedures for transporting dangerous goods?	Management / Supervisors OHS Committee / WHS Representative / Designate				
	Have TDG procedures been reviewed with you? What dangerous goods do you handle or transport?	Employees				
22.3	Have you received TDG training?	Employees				

HAZARDOUS MATERIALS QUESTIONS						
Element 23	Question	Interview	Positive	Negative	N/A	Total Responses
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 Management / Supervisors OHS Committee / WHS Representative / Designate				
23.2	If hazardous materials are confirmed, what procedures do you follow?	Employees Management / Supervisors OHS Committee / WHS Representative / Designate				
23.3	Do you have valid training in Asbestos Abatement?	Employees Management / Supervisors				

PHYSICAL PLANT QUESTIONS						
Element 24	Question	Interview	Positive	Negative	N/A	Total Responses
24.1	Where would you find the lunchroom, if provided, and the washroom?	Employees Management / Supervisors				
24.2	Is garbage and recyclables removed and are floors and working surfaces kept clean?	Employees Management / Supervisors OHS Committee / WHS Representative / Designate				
24.3	Does your work site provide adequate ventilation for the type of work being carried out?	Employees Management / Supervisors OHS Committee / WHS Representative / Designate				

HARASSMENT, WORKPLACE VIOLENCE AND WORKING ALONE QUESTIONS						
Element 25	Question	Interview	Positive	Negative	N/A	Total Responses
25.1	Did you solicit feedback from workers when conducting the risk assessment for working alone, workplace harassment and violence?	Management / Supervisors				
	Has the employer consulted with you on your experiences with working alone, workplace harassment, and violence?	Employees OHS Committee / WHS Representative / Designate				
25.2	If applicable, have procedures been developed to address the risk of working alone?	Management / Supervisors OHS Committee / WHS Representative / Designate				
	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 procedures been developed to eliminate or mitigate the risk of workplace violence?	Management / Supervisors OHS Committee / WHS Representative / Designate				
	If applicable, have the procedures for workplace violence prevention been reviewed with you?	Employees				
25.4	Did you involve the OHS Committee / WHS Representative / Designate in the development of the Harassment Prevention Plan?	Management / Supervisors				
	Were you consulted during the development of the Harassment Prevention Plan?	OHS Committee / WHS Representative / Designate				
25.5	Who has completed Harassment Prevention Training on behalf of the employer?	Management / Supervisors				
25.6	What are your responsibilities under the Harassment Prevention Plan and what are the procedures for filing a complaint?	Employees Management / Supervisors				

EARLY AND SAFE RETURN TO WORK (ESRTW) QUESTIONS						
Element 26	Question	Interview	Positive	Negative	N/A	Total Responses
26.1	Does your organization have an ESRTW policy?	Management / Supervisors OHS Committee / WHS Representative / Designate				
26.4	What are your responsibilities/obligations in terms of ESRTW and what are you required to do after an injury occurs?	Employees Management / Supervisors OHS Committee / WHS Representative / Designate				

EARLY AND SAFE RETURN TO WORK (ESRTW) PROGRAM & PROGRAM EVALUATION QUESTIONS						
Element 27	Question	Interview	Positive	Negative	N/A	Total Responses
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 Management / Supervisors OHS Committee				
27.4	Do you review injury data at OHS committee meetings and discuss trends and opportunities for improvement?	OHS Committee				
27.5	Who is responsible for overseeing the ESRTW program?	Employees Management / Supervisors OHS Committee				
27.6	Has the person responsible for overseeing the ESRTW Program received the applicable training to carry out their duties effectively?	Management / Supervisors				
27.7	If you have been involved in the RTW process, were you involved in identifying suitable and meaningful work during RTW planning?	Employees Management / Supervisors OHS Committee / WHS Representative / Designate				
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				

ENVIRONMENTAL QUESTIONS						
Element 28	Question	Interview	Positive	Negative	N/A	Total Responses
28.1	Do you have an Environmental policy/procedure? What equipment and materials do you have for the protection of the environment?	Employees Management / Supervisors OHS Committee / WHS Representative / Designate				
28.2	Have procedures been developed and communicated to workers to deal with an accidental release of contaminants to the environment?	Employees Management / Supervisors OHS Committee / WHS Representative / Designate				