

Audit Interview Questions Management & Supervisors

NO HARM DONE

Our Commitment to Safety

Management / Supervisors						
	Question	Interview	No of Positive	No of Negative	N/A	=>50% Positive Responses
1.4	Where would you find a copy of the company OHS policy?	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?	Management / Supervisors				
1.7	In your own words, what does the policy say?	Management / Supervisors				
2.2	How are hazards identified before work begins?	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				
2.10	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				
3-3	Where can I find copies of safe work practices on this site?	Management / Supervisors				
3-5	How do you ensure safe work practices are regularly reviewed for relevance, compliance with legislation, etc.?	Management / Supervisors				
4.1	Are there any specific safe job procedures available for the jobs you do? Name a couple.	Management / Supervisors				
4.4	Are safe job procedures followed?	Management / Supervisors				
4.5	Where would you find copies of written safe job procedures on this site?	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.?	Management / Supervisors				
5.2	Are company rules posted or given out to employees? When/where were the company rules shared with you?	Management / Supervisors				
5.4	What happens if someone breaks a rule?	Management / Supervisors				
5.5	Does the company follow their disciplinary process when someone breaks a health & safety rule?	Management / Supervisors				

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6.2	How do you make the employees aware of the PPE requirements?	Management / Supervisors				
6.3	Do you have access to specialized PPE when needed?	Management / Supervisors				
6.6	Do you get/provide training on PPE when needed?	Management / Supervisors				
6.7	How do you determine what type of PPE is required?	Management / Supervisors				
7.4	Is there a system in place for removing broken or defective tools or equipment from service? What is it?	Management / Supervisors				
7.6	Are the individuals, carrying out repairs and maintenance on tools and equipment, qualified and how do you verify that they are qualified?	Management / Supervisors				
8.2	Do employees receive a safety orientation prior to starting work	Management / Supervisors				
8.5	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?	Management / Supervisors				
8.8	How often does your company hold scheduled safety meetings?	Management / Supervisors				
8.9	Do you, or does anyone else from management, attend these meetings?	Management / Supervisors				
8.11	Does a qualified/competent person conduct training? How do you verify competency?	Management / Supervisors				
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				

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10.3	What is the process for reporting an incident?	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)?	Management / Supervisors				
11.2	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?	Management / Supervisors				
11.9	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				
12.1	What is the process for managing / submitting completed safety program documentation and compiling statistics?	Management / Supervisors				
13.1	Where are copies of the OHS Act and Regulations kept on this site?	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?	Management / Supervisors				
15.2	Name an active OHS committee representative that you could report OHS concerns to.	Management / Supervisors				
16.1	Where would you find the SDS for the hazardous products and chemicals (including consumer products) in your workplace?	Management / Supervisors				
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?	Management / Supervisors				

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17.1	Do you have procedures developed for working in confined spaces?	Management / Supervisors				
18.1	Do you have procedures developed for working at height?	Management / Supervisors				
18.4	How do you ensure that employees are inspecting fall protection equipment prior to use?	Management / Supervisors				
19.1	Do you have procedures developed for working in proximity to power lines?	Management / Supervisors				
20.1	Does the company have written traffic control procedures?	Management / Supervisors				
20.3	Are site specific traffic control plans being developed and reviewed with workers and traffic control persons?	Management / Supervisors				
20.5	Do all individuals who hold overall responsibility for traffic control operations hold a valid Level 2 traffic control training certificate?	Management / Supervisors				
21.1	Does the company have written procedures for trenching & excavation activity?	Management / Supervisors				
22.1	Does the company have written procedures for transporting dangerous goods?	Management / Supervisors				
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?	Management / Supervisors				
23.2	If hazardous materials are confirmed, what procedures do you follow?	Management / Supervisors				
23.3	Do you have valid training in Asbestos Abatement?	Management / Supervisors				
24.1	Where would you find the lunchroom, if provided, and the washroom?	Management / Supervisors				
24.2	Is garbage and recyclables removed and are floors and working surfaces kept clean?	Management / Supervisors				
24.3	Does your work site provide adequate ventilation for the type of work being carried out?	Management / Supervisors				

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25.1	Did you solicit feedback from workers when conducting the risk assessment for working alone, workplace harassment and violence?	Management / Supervisors				
25.2	If applicable, have procedures been developed to address the risk of working alone?	Management / Supervisors				
25.3	If applicable, have procedures been developed to eliminate or mitigate the risk of workplace violence?	Management / Supervisors				
25.4	Did you involve the OHS Committee / WHS Representative / Designate in the development of the Harassment Prevention Plan?	Management / Supervisors				
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?	Management / Supervisors				
26.1	Does your organization have an ESRTW policy?	Management / Supervisors				
26.4	What are your responsibilities/obligations in terms of ESRTW and what are you required to do after an injury occurs?	Management / Supervisors				
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?	Management / Supervisors				
27.5	Who is responsible for overseeing the ESRTW program?	Management / Supervisors				
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?	Management / Supervisors				

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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?	Management / Supervisors				
28.2	Have procedures been developed and communicated to workers to deal with an accidental release of contaminants to the environment?	Management / Supervisors				