| **Interview Questions** | | | | | | | | |
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| **#** | **Position/Title** | **Department/Location** | **F/T** | **P/T** | **Casual** | **Shift** | **Yrs./Mo** | **Other** |
| 1 | Manager | Brooks Operations | 1 |  |  | D | 17 yrs. | Example: Every Monday telephone conference call with all other managers about health and safety. (This interviewees answers will be identified by the number “1”). |
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| The auditor is to determine if the interviewees answer is **N/A**: Not Asked; **+**: Positive; **-** Negative; or **N/C**: Non-Committal; to each specific question. | | | | | | | |
| **Number** | **Audit Question** | **Sample Interview Question** | **N/A** | **+** | **-** | **N/C** | **Comments/Theme** |
| **Element A – Management Involvement and Commitment** | | | *Enter the interviewee # (number) in the appropriate column below for each question.* | | | | |
| A2 | Are employees made aware of the content within the health and safety policy? | Can you describe how your Health and Safety Policy is made available to employees?  Interview employees. |  | 1 |  |  | Example: Orientation & in every OHS book provided to every employee. (This is an example only.) |
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| A4 | Are employees at all levels aware of their health and safety roles and responsibilities? | What is your role or what are your responsibilities within the health and safety program?  Interview employees. |  |  |  |  |  |
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| **Number** | **Audit Question** | **Sample Interview Question** | **N/A** | **+** | **-** | **N/C** | **Comments/Theme** |
| A5 | Are key employees familiar with legislation that is applicable to the scope of their work? | Are you familiar with legislation that addresses the operations you are responsible for?  Interview all managers and supervisors. |  |  |  |  |  |
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| **Element C – Hazard Control** | | | | | | | |
| C3 | Does the company provide training on PPE that includes the care, use, maintenance, and limitations of any required PPE? | What training have you received in regards to Personal Protective Equipment?  Interview workers. |  |  |  |  |  |
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| C4 | Is there a disciplinary system for enforcing Health and Safety policies, rules and procedures? | Is there a disciplinary system being used to enforce safety policies, rules and procedures?  Interview employees. |  |  |  |  |  |
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| **Number** | **Audit Question** | **Sample Interview Question** | **N/A** | **+** | **-** | **N/C** | **Comments/Theme** |
| C7 | Is the preventive maintenance program being implemented as outlined? | Is the maintenance system being used?  Interview management and maintenance staff. |  |  |  |  |  |
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| **Element D – Training** | | | | | | | |
| D2 | Are new employees (including any rehired or transferred employees), contractors and visitors provided with an orientation that covered the critical topics identified in the Policy on or before the first day of work? | Did you receive an orientation on or before your first day? |  |  |  |  |  |
| D5 | Are workers made aware of their right to refuse unsafe work? | Are you aware of your right to refuse unsafe work?  Interview all employees. |  |  |  |  |  |
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| **Element E – Emergency Response** | | | | | | | |
| **Number** | **Audit Question** | **Sample Interview Question** | **N/A** | **+** | **-** | **N/C** | **Comments/Theme** |
| E3 | Does the employer communicate to employees the company's emergency response procedures? | During an emergency, what is your role or what are your responsibilities?  (response should be appropriate to their role, e.g., leadership vs. evacuee)  Interview all employees. |  |  |  |  |  |
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| **Element F – Incident/Accident Reporting and Investigation** | | | | | | | |
| F2 | Are incidents being reported as required by the policy? | What process do you take in the event of an incident?  Interview employees. |  |  |  |  |  |
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| F6 | Are near-miss incidents being reported as per policy? | If there was a near miss, what would you do?  Interview employees |  |  |  |  |  |
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| **Element G – Communications** | | | | | | | |
| **Number** | **Audit Question** | **Sample Interview Question** | **N/A** | **+** | **-** | **N/C** | **Comments/Theme** |
| G2 | Are regular two-way communications held with employees at all levels to discuss current safety issues?  a. Explain how management communicates their commitment towards improving workplace safety culture.  b. Explain how employees are advised of health and safety issues.  c. Explain how employees are encouraged to offer feedback on health and safety issues, and confirm employee awareness of the system.  d. Explain how follow‐up is done, and confirm that employees are aware of it. | Tell me about any two way communications used by management to discuss current health and safety issues with employees. How often do you get to participate in these discussions and meetings?  Interview employees hired or transferred in the previous year. |  |  |  |  |  |
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