



# AUDIT INTERVIEW QUESTIONS

MANAGEMENT/SUPERVISOR



## MANAGEMENT/SUPERVISOR INTERVIEW QUESTIONNAIRE

| Reference # | Questions   | Positive | Negative |
|-------------|---|----------|----------|
| 1.3         | What are your safety and health responsibilities? How are you held accountable for them?  |          |          |
| 1.6         | In your own words, what does the safety and health policy say?  |          |          |
| 2.1         | Describe the process your company uses to conduct formal hazard assessments. What type of tasks are included in the formal hazard assessment process? |          |          |
| 2.4         | How are hazards reassessed as the job progresses or changes occur?  |          |          |
| 2.6         | How are you involved in the hazard assessment process?  |          |          |
| 2.7         | How do you verify employees are competent to participate in hazard assessments?   |          |          |
| 2.10        | Who is responsible for implementation of controls?  |          |          |
| 3.3         | How do your employees have access to safe work practices when on site(s)?   |          |          |
| 3.5         | What is your formal process to develop or review safe work practices?   |          |          |
| 4.3         | How do your employees have access to safe work procedures when on site(s)?  |          |          |
| 4.5         | What is your formal process to develop or review safe work procedures?  |          |          |
| 5.3         | How are company safety rules provided to your employees?  |          |          |
| 5.6         | Explain the disciplinary process that is used when employees are not following company rules.   |          |          |
| 6.1         | What criteria is used to select appropriate PPE for company specific tasks?   |          |          |
| 6.3         | What type of training is provided to your employees to help them understand the proper fitting, care and use of PPE?                                  |          |          |
| 6.4         | How do your employees have access to appropriate PPE when needed?   |          |          |
| 7.4         | How are the individuals that perform maintenance on equipment or tools deemed competent to do so?   |          |          |
| 7.5         | What is your company's system to remove defective tools or equipment from service?  |          |          |
| 8.1         | What is your company's method for the selection of safety and health training of employees?   |          |          |

## MANAGEMENT/SUPERVISOR INTERVIEW QUESTIONNAIRE (PAGE 2)

| Reference # | Questions   | Positive | Negative |
|-------------|---|----------|----------|
| 8.2         | What is your company's method for evaluating and monitoring the competency and effectiveness regarding the safety and health training provided to employees?                                |          |          |
| 8.3         | What training have you received in your legislated requirements?  |          |          |
| 8.5         | How do you verify mandatory training requirements for employees are completed prior to starting work?   |          |          |
| 8.6         | How do you verify the training provided is conducted by a qualified/competent person?   |          |          |
| 8.8         | What types of orientation are provided and when?  |          |          |
| 8.10        | When did you last attend a safety and health meeting? How often do you actively participate in them?  |          |          |
| 8.13        | How does your company ensure safety and health meetings are scheduled to meet legislation, company or project requirements?   |          |          |
| 9.2         | What specific form or checklist is used for workplace inspections?  |          |          |
| 9.3         | How are identified deficiencies assigned to individuals and corrected as required?  |          |          |
| 9.4         | What specific form or checklist is used for pre-use inspections?  |          |          |
| 9.6         | What is your role in the formal or informal inspection process?   |          |          |
| 9.7         | How are the inspection reports posted and/or communicated to you?   |          |          |
| 10.1        | What is the process for reporting an incident? What are your responsibilities?  |          |          |
| 10.3        | What training have you received to conduct investigations? Did that training include both legislative and company-specific reporting and investigation procedures?                          |          |          |
| 10.4        | Once an incident investigation has been completed, how are corrective actions implemented and followed up for effectiveness?  |          |          |
| 10.6        | Following an incident, are the investigation reports completed as per company policy/ procedure that includes incidents, near misses and investigation reports?<br>Can you give an example? |          |          |

## MANAGEMENT/SUPERVISOR INTERVIEW QUESTIONNAIRE (PAGE 3)

| Reference # | Questions   | Positive | Negative |
|-------------|---|----------|----------|
| 11.4        | How do you communicate who is a qualified first aid personnel on this site?<br>How do you verify the number of qualified first aid personnel meets legislative requirements?                            |          |          |
| 11.5        | How do you alert everyone onsite in the event of an emergency?<br>How do you contact appropriate personnel/agencies for emergency assistance?   |          |          |
| 11.6        | If someone gets injured, how would they be transported to a medical facility?   |          |          |
| 11.12       | How do you communicate site-specific emergency response plans to your employees?  |          |          |
| 12.7        | Can you give me an example of corrective actions or improvements that have been made to your safety and health program from your most recent audit/statistics review?                                   |          |          |
| 13.1        | Where are copies of relevant legislation on this site?<br><i>For Manitoba, reference our Workplace Safety and Health Act and Regulation.</i>  |          |          |
| 13.2        | Do you regularly refer to relevant legislation and regulations during job planning to ensure compliance? Can you give an example?   |          |          |
| 13.3        | What are your legislated rights? Do you know how to exercise those rights?  |          |          |
| 14.2        | How does the evaluation, selection and monitoring of contractors take into consideration their ability and competency to identify, communicate and control hazards that may impact all workers on site? |          |          |
| 14.3        | How do you ensure your criteria for selection/evaluation and monitoring contractors is being followed?  |          |          |
| 14.6        | How do you ensure your criteria for selection and evaluation of procured products is being followed?  |          |          |
| 15.13       | Give an example of a controlled product used on this site and the procedures required for safe use.   |          |          |
| 15.16       | What is the procedure for checking operator training and certification?   |          |          |