

Manager and Supervisor Interview Questions

Number		Audit Question	Positive	Negative
	Section 1 Health and Safety Policy			
1.	Describe how the Health and Safety Policy is made available to worker?	1.4		
2.	Can you describe some of your accountabilities/responsibilities under the policy?	1.6		
3.	How do you ensure that resources are made available to sustain the health and safety program?	1.7		
	Section 2 Workplace Hazard Assessment and Control			
4.	What process is in place that assures you that hazards are being re-assessed on an on-going basis?	2.5B		
5.	What process is used to inform employees of the control strategies identified through the hazard assessment process?	2.9		
6.	How do you ensure that the recommendations for hazard control are put in place? (evaluation, enforcement?)	2.11		
	Section 3 Safe Work Practices			
7.	How are you involved in the development and/or review of Safe Work Practices?	3.5		
	Section 4 Safe Job Procedures			
8.	How are you involved in the development and/or review of Safe Job Procedures?	4.5		
	Section 5 Company Rules			
9.	Are all employees reprimanded for not following safe work practices/job procedures and/or rules?	5.4		
	Section 6 Personal Protective Equipment (PPE)			
10.	What system do you have in place to ensure that employees have access to basic and/or specialized PPE? (Some employers provide specialized PPE and employees are responsible for basic – identify what type of system is used.)	6.2		

Manager and Supervisor Interview Questions

Number	Question	Audit Question	Positive	Negative
	Section 8 Training and Communication			
11.	How do you ensure that proper individuals attend mandatory orientation? (Rules, discipline etc.)	8.2B		
12.	Have you received training in workplace inspections and your health and safety responsibilities?	8.6		
13.	Is open discussion encouraged during health and safety meetings?	8.8		
	Section 9 Inspections			
14.	What system do you have in place for employees to report unsafe or unhealthy working conditions?	9.5		
15.	How do you participate in the inspection process?	9.7		
16.	How are employees informed of the outcome of inspections?	9.8		
	Section 10 Investigations and Reporting			
17.	What is the reporting process after an incident occurs?	10.3		
	Section 11 Emergency Preparedness			
18.	What training have you received in emergency procedures, roles and responsibilities?	11.3		
19.	How are employees able to communicate with emergency personnel if required?	11.7		
	Section 12 Records and Statistics			
20.	Were you informed of the action items that were identified as a result of your last audit?	12.5		
	Section 13 Legislation			
21.	Are you aware of your rights and responsibilities under the legislation?	13.3		

Manager and Supervisor Interview Questions

Number	Question	Audit Question	Positive	Negative
	Appendix – Substance Abuse Program			
1.	Did your training on the Substance Abuse Program include types of assessment and return to work processes?	A1.3		
2.	What type of occurrence would lead to the requirement for a test?	A1.5		
3.	What would happen if an employee was found to be in non-compliance with the policy?	A1.6		
4.	Does your company provide information on how to access support services such as an employee assistance program?	A1.7		