

Interview Question Summary

Audit Question	Group Interviewed	Audit Question	Group Interviewed
1.3	All Employees	4.12	All Employees
1.4	Workers, Supervisors, Managers	4.14	Supervisors
1.5 a)	All Employees	5.5	Senior Managers
1.5 b)	All Employees	5.8 a)	Managers, Senior Managers
1.5 c)	All Employees	5.8 b)	Supervisors
1.6	Supervisors, Managers	5.8 c)	Workers
1.7	Workers	5.12	Workers
1.8 a)	All Employees	6.6	All Employees
2.2	Supervisors, Managers	6.7 a)	All Employees
2.4	Supervisors, Managers	6.8	Workers, Supervisors
2.5 a)	Supervisors, Managers	7.5	Workers
2.5 b)	Supervisors, Managers	7.6	Managers
2.5 c)	Supervisors, Managers	8.3	All Employees
3.5	HSC Members/HS Representatives	8.4	All Employees
3.6	HSC Members/HS Representatives	9.2	All Employees
3.8	All Employees	9.3	Workers, Supervisors
4.3	Supervisors, Managers	9.6 a)	Workers
4.6	Supervisors, Managers	9.6 b)	Supervisors, Managers, Senior Managers
4.8	Workers	9.9	Workers, Supervisors, Managers,
4.11	Workers	10.3	Managers, Senior Managers
		10.5	All Employees

Interview Instructions

Introduction

For each question, the Audit Question box indicates the question number in the ACSA COR Audit Tool. The question as it appears in the Audit Tool is displayed for reference. The Suggested Interview Question provided for each Audit Question gives the auditor a suggested way to phrase the question. The Positive and Negative indicator boxes provide space to record a tally of positive and negative answers. Use the Comments box to record Field Notes and examples of responses and key information needed to provide the Validation Note for the Audit Question.

Refer to the COR Audit Tool document for detailed question instructions, scoring information, and Validation Note requirements. Scoring is done after all interviews are complete and combined data input into the eAudit.

The interview questions are divided into sections based on the group being interviewed: Workers, Supervisors, Managers, and Senior Managers. Two audit questions, 3.5 and 3.6, relate specifically to employees that are members of a Health and Safety Committee for their work site or that are a Health and Safety Representative. These two questions are presented separately at the end of the document. Some interview questions only apply to some groups of employees while others apply to everyone.

Conducting Interviews

Open the interview by greeting the interviewee courteously and thank them for coming to the session. Explain the process and why they are there. Try to set a positive, friendly tone. Explain that the interview is confidential, that no names are recorded, and that they usually last between 20 and 30 minutes.

The purpose of the interview is to collect information by working through each question in order. The auditor can paraphrase the question if needed but must listen carefully to the answers and note the interviewee's responses in their field notes.

Interview Instructions

EXAMPLE

Question in ACSA COR Audit Tool

Question	1.3	Validation Method/Scoring	Interview (0–5)
Is the health and safety policy communicated to employees?			
Instructions	Scoring	Validation Note	
Interview employees at all levels to determine if they are aware of and understand, in general terms, the policy's content.	<p>Points are awarded based on the percentage of the auditor's positive and negative findings.</p> <p>For example, if the auditor interviewed 2 senior managers, 3 managers, 2 supervisors, and 13 workers, and the results were 15 positive and 5 negative responses, the auditor would divide 15/20, multiply 0.75 x 5 (available points) = 3.75 = 4 points assigned.</p>	<p>The note must include:</p> <ul style="list-style-type: none"> • The number of interviewees that verified the policy was communicated. • An example noted from the policy by employees or, • An example of a negative comment if applicable. 	

WORKER INTERVIEW QUESTION *(in this document)*

Audit Question	1.3	Is the health and safety policy communicated to employees?	
Suggested Interview Question		Positive	Negative
What are some of the key points listed in the Health and Safety Policy?		###	
Comments	<p><i>"Supervisors need to ensure we use all hazard controls." "The goal is an injury-free workplace."</i></p> <p><i>"Everyone in the company is responsible and accountable at every level for safety performance. It was covered in my orientation."</i></p> <p><i>"I got a copy on my first day. Workers are supposed to protect the health and safety of ourselves and other people at or around the site and report unsafe conditions." "The policy says that the company will resolve health and safety concerns in a timely manner." "Sorry, I don't recall the details."</i></p> <p><i>10 workers interviewed. 8 positives and 2 said they did not remember.</i></p>		

This same question is in the Supervisor, Manager, and Senior Manager Interview Questions in this document. The auditor completes those tables when interviewing members of those groups. The results are input into the e-Audit system when completing the report and scoring the question.

Worker Interview Questions

Audit Question	1.3	Is the health and safety policy communicated to employees?	
Suggested Interview Question		Positive	Negative
What are some of the key points listed in the Health and Safety Policy?			
Comments			

Audit Question	1.4	Does senior management demonstrate commitment to occupational health and safety?	
Suggested Interview Question		Positive	Negative
How does senior management demonstrate they are committed to your company's health and safety system?			
Comments			

Audit Question	1.5 a)	Do employees understand their: a) Individual OHS rights?	
Suggested Interview Question		Positive	Negative
Provide some examples of how the three OHS Rights (right to be informed, right to participate, and right to refuse dangerous work) apply to the work you do.			
Comments			

Worker Interview Questions

Audit Question	1.5 b)	Do employees understand their: b) Company assigned health and safety responsibilities?	
Suggested Interview Question		Positive	Negative
Provide some examples of the health and safety responsibilities that have been assigned by your employer.			
Comments			

Audit Question	1.5 c)	Do employees understand their: c) Legislated health and safety responsibilities?	
Suggested Interview Question		Positive	Negative
Provide some examples of legislation that is applicable to you under the Occupational Health and Safety Act, Regulation and Code.			
Comments			

Audit Question	1.7	Does senior management/management communicate OHS topics to employees?	
Suggested Interview Question		Positive	Negative
How does senior management/management communicate health and safety topics to you?			
Comments			

Worker Interview Questions

Audit Question	1.8 a)	Does the employer provide resources needed to support effective management of occupational health and safety hazards?	
Suggested Interview Question		Positive	Negative
What kinds of resources does senior management provide to implement and improve the health and safety system?			
Comments			

Audit Question	3.8	Are HSC/HS Representative meeting minutes communicated/made readily available to all employees?	
Suggested Interview Question		Positive	Negative
How are the results of the HSC/HS representative meeting(s) made available to you?			
Comments			

Audit Question	4.8	Does job-specific training include a practical demonstration?	
Suggested Interview Question		Positive	Negative
Practical demonstrations are considered an integral component of training. What are some examples of practical demonstrations you were required to complete as part of your job-specific training?			
Comments			

Worker Interview Questions

Audit Question	4.11	Do senior managers ensure there is a system for workers to provide feedback on health and safety issues?	
Suggested Interview Question		Positive	Negative
How can you provide feedback on health and safety issues?			
Comments			

Audit Question	4.12	Are employees evaluated on their individual health and safety performance?	
Suggested Interview Question		Positive	Negative
How is your health and safety performance evaluated?			
Comments			

Worker Interview Questions

Audit Question	5.8 c)	Do employees participate in the development, review, and revision of formal hazard assessments, as needed? c) Workers	
Suggested Interview Question		Positive	Negative
How are you involved in the formal hazard assessment process?			
Comments			

Audit Question	5.12	Is a system in place for workers to report newly identified hazards?	
Suggested Interview Question		Positive	Negative
How do you report new hazards, including unsafe or unhealthy conditions and practices?			
Comments			

Audit Question	6.6	Are changes to hazard controls communicated to affected employees?	
Suggested Interview Question		Positive	Negative
How are changes to hazard controls communicated to you?			
Comments			

Worker Interview Questions

Audit Question	6.7 a)	Are employees using the required hazard controls? Interviewees must confirm their use of hazard controls applicable to their work tasks.	
Suggested Interview Question		Positive	Negative
What hazard controls do you use?			
Comments			

Audit Question	6.8	Do supervisors enforce the use of hazard controls? Workers must be able to describe the enforcement process.	
Suggested Interview Question		Positive	Negative
Do supervisors ensure you are using the established hazard controls to perform your work safely?			
Comments			

Audit Question	7.5	Do workers participate in the inspection process?	
Suggested Interview Question		Positive	Negative
How do you participate in the inspection process?			
Comments			

Worker Interview Questions

Audit Question	8.3	Are employee responsibilities communicated as established in the Emergency Response Plan?	
Suggested Interview Question		Positive	Negative
What are your emergency response responsibilities?			
Comments			

Audit Question	8.4	Are employees trained in their emergency response responsibilities?	
Suggested Interview Question		Positive	Negative
What type of training have you received in emergency response? (e.g., fire control, rescue, first aid, lock down, shelter-in-place)			
Comments			

Audit Question	9.2	Are employees aware of the reporting procedures for incidents (including near miss), occupational illness, and work refusals?	
Suggested Interview Question		Positive	Negative
What is the process you follow for reporting incidents (including near misses), occupational illness or work refusals?			
Comments			

Worker Interview Questions

Audit Question	9.3	Are incidents, occupational illness, and work refusals reported?	
Suggested Interview Question		Positive	Negative
How do you report incidents, occupational illness and work refusals?			
Comments			

Audit Question	9.6 a)	Do employees participate in the investigation process? a) Workers	
Suggested Interview Question		Positive	Negative
How do you participate in the investigation process?			
Comments			

Audit Question	9.9	Are the results of investigations communicated?	
Suggested Interview Question		Positive	Negative
How are the results from incident investigations communicated to you?			
Comments			

Worker Interview Questions

Audit Question	10.5	Have the results of the previous COR (or SECOR) audit been communicated to employees?	
Suggested Interview Question		Positive	Negative
How have the results from health and safety system evaluations been communicated to you?			
Comments	<i>Note: This question may be marked not applicable (n/a) if an audit (COR/SECOR) or COR maintenance option was not performed in the previous year, which includes new COR/SECOR certifications.</i>		

Supervisor Interview Questions

Audit Question	1.3	Is the health and safety policy communicated to employees?	
Suggested Interview Question		Positive	Negative
What are some of the key points listed in the Health and Safety Policy?			
Comments			

Audit Question	1.4	Does senior management demonstrate commitment to occupational health and safety?	
Suggested Interview Question		Positive	Negative
How does senior management demonstrate they are committed to your company's health and safety system?			
Comments			

Audit Question	1.5 a)	Do employees understand their: a) Individual OHS rights?	
Suggested Interview Question		Positive	Negative
Provide some examples of how the three OHS Rights (right to be informed, right to participate, and right to refuse dangerous work) apply to the work you do.			
Comments			

Supervisor Interview Questions

Audit Question	1.5 b)	Do employees understand their: b) Company assigned health and safety responsibilities?	
Suggested Interview Question		Positive	Negative
Provide some examples of the health and safety responsibilities that have been assigned by your employer.			
Comments			

Audit Question	1.5 c)	Do employees understand their: c) Legislated health and safety responsibilities?	
Suggested Interview Question		Positive	Negative
Provide some examples of legislation that is applicable to you under the Occupational Health and Safety Act, Regulation and Code.			
Comments			

Audit Question	1.6	Do managers and supervisors understand their responsibility for the health and safety of the workers under their supervision?	
Suggested Interview Question		Positive	Negative
What are your responsibilities to ensure the health and safety of employees under your supervision?			
Comments			

Supervisor Interview Questions

Audit Question	1.8 a)	Does the employer provide resources needed to support effective management of occupational health and safety hazards?	
Suggested Interview Question		Positive	Negative
What kinds of resources does senior management provide to implement and improve the health and safety system?			
Comments			

Audit Question	2.2	Is the health and safety policy communicated to contracted employers and self-employed persons?	
Suggested Interview Question		Positive	Negative
How do you ensure contracted employers and/or self-employed persons are made aware of the H&S Policy?			
Comments			

Audit Question	2.4	Is a process in place for monitoring contracted employers and self-employed persons?	
Suggested Interview Question		Positive	Negative
Explain how you monitor the health and safety performance of contracted employers and/or self-employed persons on the work site.			
Comments			

Supervisor Interview Questions

Audit Question	2.5 a)	Does the employer communicate with external work site parties regarding: a) work site hazards and controls?	
Suggested Interview Question		Positive	Negative
How do you communicate with external work site parties regarding work site hazards and controls?			
Comments			
work site hazards and controls?			

Audit Question	2.5 b)	Does the employer communicate with external work site parties regarding: b) their health and safety responsibilities while on site?	
Suggested Interview Question		Positive	Negative
How do you communicate with external work site parties regarding their health and safety responsibilities?			
Comments			

Audit Question	2.5 c)	Does the employer communicate with external work site parties regarding: c) changes to the site?	
Suggested Interview Question		Positive	Negative
How do you communicate with external work site parties when changes are made to a site that may impact their health and safety?			
Comments			

Supervisor Interview Questions

Audit Question	3.8	Are HSC/HS Representative meeting minutes communicated/made readily available to all employees?	
Suggested Interview Question		Positive	Negative
How are the results of the HSC/HS Representative meeting(s) made available to you?			
Comments			

Audit Question	4.3	Are managers/supervisors able to confirm workers under their supervision have received orientations?	
Suggested Interview Question		Positive	Negative
How do you ensure employees receive orientations prior to starting regular duties?			
Comments			

Audit Question	4.6	Is there a process to assess the competency of new and re-assigned workers?	
Suggested Interview Question		Positive	Negative
How do you determine the competency of your: <ul style="list-style-type: none"> • New workers? • Reassigned workers? 			
Comments			

Supervisor Interview Questions

Audit Question	4.12	Are employees evaluated on their individual health and safety performance?	
Suggested Interview Question		Positive	Negative
How is your health and safety performance evaluated?			
Comments			

Audit Question	4.14	<p>Have supervisors received training appropriate to their roles?</p> <p>Examples include:</p> <ul style="list-style-type: none"> regulations and legislative requirements supervisory skills (e.g., coaching, evaluative skills, mentorship, conflict management, etc.) Leadership for Safety Excellence (LSE) 	
Suggested Interview Question		Positive	Negative
What type of supervisor training have you received to support you in your role?			
Comments			

Supervisor Interview Questions

Audit Question	5.8 b) Do employees participate in the development, review, and revision of formal hazard assessments, as needed? b) Supervisors				
Suggested Interview Question	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #FFD700;">Positive</th> <th style="background-color: #FFD700;">Negative</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; height: 20px;"> </td> <td style="width: 50%; height: 20px;"> </td> </tr> </tbody> </table>	Positive	Negative		
Positive	Negative				
Comments					

Audit Question	6.6 Are changes to hazard controls communicated to affected employees?				
Suggested Interview Question	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #FFD700;">Positive</th> <th style="background-color: #FFD700;">Negative</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; height: 20px;"> </td> <td style="width: 50%; height: 20px;"> </td> </tr> </tbody> </table>	Positive	Negative		
Positive	Negative				
Comments					

Audit Question	6.7 a) Are employees using the required hazard controls? Interviewees must confirm their use of hazard controls applicable to their work tasks.				
Suggested Interview Question	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #FFD700;">Positive</th> <th style="background-color: #FFD700;">Negative</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; height: 20px;"> </td> <td style="width: 50%; height: 20px;"> </td> </tr> </tbody> </table>	Positive	Negative		
Positive	Negative				
Comments					

Supervisor Interview Questions

Audit Question	6.8	Do supervisors enforce the use of hazard controls? Supervisors must be able to give examples of how they enforce the use of controls.	
Suggested Interview Question		Positive	Negative
How do you ensure workers are using the established hazard controls to perform their work safely?			
Comments			

Supervisor Interview Questions

Audit Question	8.3	Are employee responsibilities communicated as established in the Emergency Response Plan?	
Suggested Interview Question		Positive	Negative
What are your emergency response responsibilities?			
Comments			

Audit Question	8.4	Are employees trained in their emergency response responsibilities?	
Suggested Interview Question		Positive	Negative
What type of training have you received in emergency response? (e.g., fire control, rescue, first aid, lock down, shelter in place)			
Comments			

Audit Question	9.2	Are employees aware of the reporting procedures for incidents (including near miss), occupational illness, and work refusals?	
Suggested Interview Question		Positive	Negative
What is the process you follow for reporting incidents (including near misses), occupational illness or work refusals?			
Comments			

Supervisor Interview Questions

Audit Question	9.3	Are incidents, occupational illness, and work refusals reported?	
Suggested Interview Question		Positive	Negative
How do you report incidents, occupational illness and work refusals?			
Comments			

Audit Question	9.6 b)	Do employees participate in the investigation process? b) Senior Managers/Managers/Supervisors	
Suggested Interview Question		Positive	Negative
How do you participate in the investigation process?			
Comments			

Audit Question	9.9	Are the results of investigations communicated?	
Suggested Interview Question		Positive	Negative
How do you communicate the results of incident investigations to employees?			
Comments			

Supervisor Interview Questions

Audit Question	10.5	Have the results of the previous COR (or SECOR) audit been communicated to employees?	
Suggested Interview Question		Positive	Negative
How do you communicate the results of health and safety system evaluations to employees?			
Comments	<i>Note: This question may be marked not applicable (n/a) if an audit (COR/SECOR) or COR maintenance option was not performed in the previous year, which includes new COR/SECOR certifications.</i>		

Manager Interview Questions

Audit Question	1.3	Is the health and safety policy communicated to employees?	
Suggested Interview Question		Positive	Negative
What are some of the key points listed in the Health and Safety Policy?			
Comments			

Audit Question	1.4	Does senior management demonstrate commitment to occupational health and safety?	
Suggested Interview Question		Positive	Negative
How does senior management demonstrate they are committed to your company's health and safety system?			
Comments			

Audit Question	1.5 a)	Do employees understand their: a) Individual OHS rights?	
Suggested Interview Question		Positive	Negative
Provide some examples of how the three OHS Rights (right to be informed, right to participate, and right to refuse dangerous work) apply to the work you do.			
Comments			

Manager Interview Questions

Audit Question	1.5 b)	Do employees understand their: b) Company assigned health and safety responsibilities?	
Suggested Interview Question		Positive	Negative
Provide some examples of the health and safety responsibilities that have been assigned by your employer.			
Comments			

Audit Question	1.5 c)	Do employees understand their: c) Legislated health and safety responsibilities?	
Suggested Interview Question		Positive	Negative
Provide some examples of legislation that is applicable to you under the Occupational Health and Safety Act, Regulation and Code.			
Comments			

Audit Question	1.6	Do managers and supervisors understand their responsibility for the health and safety of the workers under their supervision?	
Suggested Interview Question		Positive	Negative
What are your responsibilities to ensure the health and safety of employees under your supervision?			
Comments			

Manager Interview Questions

Audit Question	1.8 a)	Does the employer provide resources needed to support effective management of occupational health and safety hazards?	
Suggested Interview Question		Positive	Negative
What kinds of resources does senior management provide to implement and improve the health and safety system?			
Comments			

Audit Question	2.2	Is the health and safety policy communicated to contracted employers and self-employed persons?	
Suggested Interview Question		Positive	Negative
How do you ensure contracted employers and/or self-employed persons are made aware of the H&S Policy?			
Comments			

Audit Question	2.4	Is a process in place for monitoring contracted employers and self-employed persons?	
Suggested Interview Question		Positive	Negative
Explain how you monitor the health and safety performance of contracted employers and/or self-employed persons on the work site.			
Comments			

Manager Interview Questions

Audit Question	2.5 a)	Does the employer communicate with external work site parties regarding: a) work site hazards and controls?	
Suggested Interview Question		Positive	Negative
How do you communicate with external work site parties regarding work site hazards and controls?			
Comments			

Audit Question	2.5 b)	Does the employer communicate with external work site parties regarding: b) their health and safety responsibilities while on site?	
Suggested Interview Question		Positive	Negative
b. How do you communicate with external work site parties regarding their health and safety responsibilities?			
Comments			

Audit Question	2.5 c)	Does the employer communicate with external work site parties regarding: c) changes to the site?	
Suggested Interview Question		Positive	Negative
How do you communicate with external work site parties when changes are made to a site that may impact their health and safety?			
Comments			

Manager Interview Questions

Audit Question	3.8	Are HSC/HS Representative meeting minutes communicated/made readily available to all employees?	
Suggested Interview Question		Positive	Negative
How are the results of the HSC/HS representative meeting(s) made available to you?			
Comments			

Audit Question	4.3	Are managers/supervisors able to confirm workers under their supervision have received orientations?	
Suggested Interview Question		Positive	Negative
How do you ensure employees receive orientations prior to starting regular duties?			
Comments			

Audit Question	4.6	Is there a process to assess the competency of new and re-assigned workers?	
Suggested Interview Question		Positive	Negative
How do you determine the competency of your: <ul style="list-style-type: none"> • New workers? • Reassigned workers? 			
Comments			

Manager Interview Questions

Audit Question	4.12	Are employees evaluated on their individual health and safety performance?	
Suggested Interview Question		Positive	Negative
How is your health and safety performance evaluated?			
Comments			

Manager Interview Questions

Audit Question	5.8 a)	Do employees participate in the development, review, and revision of formal hazard assessments, as needed? a) Senior Managers/ Managers	
Suggested Interview Question		Positive	Negative
How are you involved in the formal hazard assessment process?			
Comments			

Audit Question	6.6	Are changes to hazard controls communicated to affected employees?	
Suggested Interview Question		Positive	Negative
How do you communicate hazard controls to employees?			
Comments			

Audit Question	6.7 a)	Are employees using the required hazard controls? Interviewees must confirm their use of hazard controls applicable to their work tasks.	
Suggested Interview Question		Positive	Negative
What hazard controls do you use?			
Comments			

Manager Interview Questions

Audit Question	7.6	Do managers participate in the formal inspection process to observe OHS behaviours and conditions?	
Suggested Interview Question		Positive	Negative
How do you participate in the inspection process?			
This participation must include a component of employee observation (behaviours and conditions).			
Comments			

Manager Interview Questions

Audit Question	8.3	Are employee responsibilities communicated as established in the Emergency Response Plan?	
Suggested Interview Question		Positive	Negative
What are your emergency response responsibilities?			
Comments			

Audit Question	8.4	Are employees trained in their emergency response responsibilities?	
Suggested Interview Question		Positive	Negative
What type of training have you received in emergency response? (e.g., fire control, rescue, first aid, lock down, shelter in place)			
Comments			

Manager Interview Questions

Audit Question	9.2	Are employees aware of the reporting procedures for incidents (including near miss), occupational illness, and work refusals?	
Suggested Interview Question		Positive	Negative
What is the process you follow for reporting incidents (including near misses), occupational illness or work refusals?			
Comments			

Audit Question	9.6 b)	Do employees participate in the investigation process? b) Senior Managers/Managers/Supervisors	
Suggested Interview Question		Positive	Negative
How do you participate in the investigation process?			
Comments			

Audit Question	9.9	Are the results of investigations communicated?	
Suggested Interview Question		Positive	Negative
How do you communicate the results of incident investigations to employees?			
Comments			

Manager Interview Questions

Audit Question	10.3	Is senior management held accountable for the implementation of the HSMS?	
Suggested Interview Question		Positive	Negative
Describe your involvement in the performance of the health and safety management system, (e.g., develop a health and safety plan for the upcoming year, provide resources for health and safety initiatives, etc.).			
How are you held accountable for the HSMS?			
Comments			

Audit Question	10.5	Have the results of the previous COR (or SECOR) audit been communicated to employees?	
Suggested Interview Question		Positive	Negative
How do you communicate the results of health and safety system evaluations to employees?			
Comments	<i>Note: This question may be marked not applicable (n/a) if an audit (COR/SECOR) or COR maintenance option was not performed in the previous year, which includes new COR/SECOR certifications.</i>		

Senior Manager Interview Questions

Audit Question	1.3	Is the health and safety policy communicated to employees?	
Suggested Interview Question		Positive	Negative
How do you ensure employees are made aware of your Health and Safety Policy?			
Comments			

Audit Question	1.5 a)	Do employees understand their: a) Individual OHS rights?	
Suggested Interview Question		Positive	Negative
Provide some examples of how the three OHS Rights (right to be informed, right to participate, and right to refuse dangerous work) apply to the work you do.			
Comments			

Audit Question	1.5 b)	Do employees understand their: b) Company assigned health and safety responsibilities?	
Suggested Interview Question		Positive	Negative
Provide some examples of the health and safety responsibilities that have been assigned to you.			
Comments			

Senior Manager Interview Questions

Audit Question	1.5 c)	Do employees understand their: c) Legislated health and safety responsibilities?	
Suggested Interview Question		Positive	Negative
Provide some examples of legislation that is applicable to you under the Occupational Health and Safety Act, Regulation and Code.			
Comments			

Audit Question	1.8 a)	Does the employer provide resources needed to support effective management of occupational health and safety hazards?	
Suggested Interview Question		Positive	Negative
What kinds of resources are provided to implement and improve the health and safety system?			
Comments			

Audit Question	3.8	Are HSC/HS Representative meeting minutes communicated/made readily available to all employees?	
Suggested Interview Question		Positive	Negative
How are the results of the HSC/HS representative meeting(s) made available to you?			
Comments			

Senior Manager Interview Questions

Audit Question	4.12	Are employees evaluated on their individual health and safety performance?	
Suggested Interview Question		Positive	Negative
How is your health and safety performance evaluated?			
Comments			

Audit Question	5.5	Is the management knowledgeable about the high hazard tasks related to their operations?	
Suggested Interview Question		Positive	Negative
What are some of the high hazard tasks associated with your company's operations?			
Comments			

Audit Question	5.8 a)	Do employees participate in the development, review, and revision of formal hazard assessments, as needed? a) Senior Managers/ Managers	
Suggested Interview Question		Positive	Negative
How are you involved in the formal hazard assessment process?			
Comments			

Senior Manager Interview Questions

Audit Question	6.6	Are changes to hazard controls communicated to affected employees?	
Suggested Interview Question		Positive	Negative
How are changes to hazard controls communicated to you?			
Comments			

Audit Question	6.7 a)	Are employees using the required hazard controls? Interviewees must confirm their use of hazard controls applicable to their work tasks.	
Suggested Interview Question		Positive	Negative
What hazard controls do you use?			
Comments			

Senior Manager Interview Questions

Audit Question	8.3	Are employee responsibilities communicated as established in the Emergency Response Plan?	
Suggested Interview Question		Positive	Negative
What are your emergency response responsibilities?			
Comments			

Audit Question	8.4	Are employees trained in their emergency response responsibilities?	
Suggested Interview Question		Positive	Negative
What type of training have you received in emergency response? (e.g., fire control, rescue, first aid, lock down, shelter in place)			
Comments			

Audit Question	9.2	Are employees aware of the reporting procedures for incidents (including near miss), occupational illness, and work refusals?	
Suggested Interview Question		Positive	Negative
What is the process you follow for reporting incidents (including near misses), occupational illness or work refusals?			
Comments			

Senior Manager Interview Questions

Audit Question	9.6 b) Do employees participate in the investigation process? b) Senior Managers/Managers/Supervisors				
Suggested Interview Question	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f4a460;">Positive</th> <th style="background-color: #f4a460;">Negative</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; height: 30px;">How do you participate in the investigation process?</td> <td style="width: 50%;"></td> </tr> </tbody> </table>	Positive	Negative	How do you participate in the investigation process?	
Positive	Negative				
How do you participate in the investigation process?					
Comments					

Audit Question	10.3 Is senior management held accountable for the implementation of the HSMS?						
Suggested Interview Question	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f4a460;">Positive</th> <th style="background-color: #f4a460;">Negative</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; height: 100px; vertical-align: top;">Describe your involvement in the performance of the health and safety management system, (e.g., develop a health and safety plan for the upcoming year, provide resources for health and safety initiatives, etc.).</td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%; height: 30px; vertical-align: top;">How are you held accountable for the HSMS?</td> <td style="width: 50%;"></td> </tr> </tbody> </table>	Positive	Negative	Describe your involvement in the performance of the health and safety management system, (e.g., develop a health and safety plan for the upcoming year, provide resources for health and safety initiatives, etc.).		How are you held accountable for the HSMS?	
Positive	Negative						
Describe your involvement in the performance of the health and safety management system, (e.g., develop a health and safety plan for the upcoming year, provide resources for health and safety initiatives, etc.).							
How are you held accountable for the HSMS?							
Comments							

Audit Question	10.5 Have the results of the previous COR (or SECOR) audit been communicated to employees?				
Suggested Interview Question	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f4a460;">Positive</th> <th style="background-color: #f4a460;">Negative</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; height: 40px;">How do you communicate the results of health and safety system evaluations to employees?</td> <td style="width: 50%;"></td> </tr> </tbody> </table>	Positive	Negative	How do you communicate the results of health and safety system evaluations to employees?	
Positive	Negative				
How do you communicate the results of health and safety system evaluations to employees?					
Comments	<i>Note: This question may be marked not applicable (n/a) if an audit (COR/SECOR) or COR maintenance option was not performed in the previous year, which includes new COR/SECOR certifications.</i>				

HSC Member/HS Representative Interview Questions

Audit Question	3.5	Do the HSC members and/or HS representative(s) understand their duties and responsibilities?	
Suggested Interview Question		Positive	Negative
What are your HSC and/or HS representative duties and responsibilities?			
Comments			

Audit Question	3.6	Is a system in place for the HSC and/or HS representative(s) to address and provide recommendations for employee concerns related to the health and safety system?	
Suggested Interview Question		Positive	Negative
How do you address and provide recommendations for the concerns and complaints regarding health and safety?			
Comments			