

## ACSA COR Audit Condensed Interview Checklist

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

For each question, the question number in the ACSA COR Audit Tool is shown and the suggested interview question wording is provided. The Positive and Negative indicator boxes provide space to record a tally of positive and negative answers.

Each question indicates the type of employees that the question applies to. When the question applies to more than one kind of employee, a row is provided for each kind. If the suggested interview wording differs for each kind of employee, each version is provided.

**IMPORTANT** – see the COR Audit Tool document for the complete audit questions, detailed instructions, scoring information, and Validation Note requirements. The auditor must record field notes relating to each question to be able to complete Validation Notes (i.e., comments) in the audit.

A version of the interview questions that includes space to record field notes and additional details is available at [youracsa.ca](http://youracsa.ca)

## 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 Questions

ID	Suggested Interview Question	Positive	Negative
1.3	What are some of the key points listed in the Health and Safety Policy?		
	WORKERS		
	SUPERVISORS		
	MANAGERS		
	How do you ensure employees are made aware of your Health and Safety Policy?  <span style="float: right;">SENIOR MANAGERS</span>		
1.4	How does senior management demonstrate they are committed to your company's health and safety system?		
	WORKERS		
	SUPERVISORS		
	MANAGERS		
1.5 a)	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.		
	WORKERS		
	SUPERVISORS		
	MANAGERS		
	SENIOR MANAGERS		
1.5 b)	Provide some examples of the health and safety responsibilities that have been assigned by your employer.		
	WORKERS		
	SUPERVISORS		
	MANAGERS		
	Provide some examples of the health and safety responsibilities that have been assigned to you.  <span style="float: right;">SENIOR MANAGERS</span>		
1.5 c)	Provide some examples of legislation that is applicable to you under the Occupational Health and Safety Act, Regulation and Code.		
	WORKERS		
	SUPERVISORS		
	MANAGERS		
	SENIOR MANAGERS		

## Interview Questions

ID	Suggested Interview Question	Positive	Negative
1.6	What are your responsibilities to ensure the health and safety of employees under your supervision?		
	SUPERVISORS		
	MANAGERS		
1.7	How does senior management/management communicate health and safety topics to you?		
	WORKERS		
1.8 a)	What kinds of resources does senior management provide to implement and improve the health and safety system?		
	WORKERS		
	SUPERVISORS		
	MANAGERS		
	What kinds of resources are provided to implement and improve the health and safety system?		
	SENIOR MANAGERS		
2.2	How do you ensure contracted employers and/or self-employed persons are made aware of the H&S Policy?		
	SUPERVISORS		
	MANAGERS		
2.4	Explain how you monitor the health and safety performance of contracted employers and/or self-employed persons on the work site.		
	SUPERVISORS		
	MANAGERS		
2.5 a)	How do you communicate with external work site parties regarding work site hazards and controls?		
	SUPERVISORS		
	MANAGERS		
2.5 b)	How do you communicate with external work site parties regarding their health and safety responsibilities?		
	SUPERVISORS		
	MANAGERS		
2.5 c)	How do you communicate with external work site parties when changes are made to a site that may impact their health and safety?		
	SUPERVISORS		
	MANAGERS		
3.5	What are your HSC and/or HS representative duties and responsibilities?		
	HSC MEMBERS		
	HS REPRESENTATIVES		

## Interview Questions

ID	Suggested Interview Question	Positive	Negative
3.6	How do you address and provide recommendations for the concerns and complaints regarding health and safety?		
	HSC MEMBERS		
	HS REPRESENTATIVES		
3.8	How are the results of the HSC/HS Representative meeting(s) made available to you?		
	WORKERS		
	SUPERVISORS		
	MANAGERS		
	SENIOR MANAGERS		
4.3	How do you ensure employees receive orientations prior to starting regular duties?		
	SUPERVISORS		
	MANAGERS		
4.6	How do you determine the competency of your: <ul style="list-style-type: none"> <li>• New workers?</li> <li>• Reassigned workers?</li> </ul>		
	SUPERVISORS		
	MANAGERS		
4.8	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?		
	WORKERS		
4.11	How can you provide feedback on health and safety issues?		
	WORKERS		
4.12	How is your health and safety performance evaluated?		
	WORKERS		
	SUPERVISORS		
	MANAGERS		
	SENIOR MANAGERS		
4.14	What type of supervisor training have you received to support you in your role?		
	SUPERVISORS		

## Interview Questions

ID	Suggested Interview Question	Positive	Negative
5.5	What are some of the high hazard tasks associated with your company's operations?  SENIOR MANAGERS		
5.8 a)	How are you involved in the formal hazard assessment process?  SENIOR MANAGERS		
	MANAGERS		
5.8 b)	How are you involved in the formal hazard assessment process?  SUPERVISORS		
5.8 c)	How are you involved in the formal hazard assessment process?  WORKERS		
5.12	How do you report new hazards, including unsafe or unhealthy conditions and practices?  WORKERS		
6.6	How are changes to hazard controls communicated to you?  WORKERS		
	SUPERVISORS		
	How do you communicate hazard controls to employees?  MANAGERS		
	How are changes to hazard controls communicated to you?  SENIOR MANAGERS		
6.7 a)	What hazard controls do you use?  WORKERS		
	SUPERVISORS		
	MANAGERS		
	SENIOR MANAGERS		
6.8	Do supervisors ensure you are using the established hazard controls to perform your work safely?  WORKERS		
	How do you ensure workers are using the established hazard controls to perform their work safely?  SUPERVISORS		
7.5	How do you participate in the inspection process?  WORKERS		
7.6	How do you participate in the inspection process?  This participation must include a component of employee observation (behaviours and conditions).  MANAGERS		

## Interview Questions

ID	Suggested Interview Question	Positive	Negative
8.3	What are your emergency response responsibilities?		
	WORKERS		
	SUPERVISORS		
	MANAGERS		
	SENIOR MANAGERS		
8.4	What type of training have you received in emergency response? (e.g., fire control, rescue, first aid, lock down, shelter-in-place)		
	WORKERS		
	SUPERVISORS		
	MANAGERS		
	SENIOR MANAGERS		
9.2	What is the process you follow for reporting incidents (including near misses), occupational illness or work refusals?		
	WORKERS		
	SUPERVISORS		
	MANAGERS		
	SENIOR MANAGERS		
9.3	How do you report incidents, occupational illness and work refusals?		
	WORKERS		
	SUPERVISORS		
9.6 a)	How do you participate in the investigation process?		
	WORKERS		
9.6 b)	How do you participate in the investigation process?		
	SUPERVISORS		
	MANAGERS		
	SENIOR MANAGERS		
9.9	How are the results from incident investigations communicated to you?		
	WORKERS		
	How do you communicate the results of incident investigations to employees?		
	SUPERVISORS		
	MANAGERS		

## Interview Questions

ID	Suggested Interview Question	Positive	Negative
10.3	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?		
	MANAGERS		
	SENIOR MANAGERS		
10.5	How have the results from health and safety system evaluations been communicated to you?  WORKERS		
	How do you communicate the results of health and safety system evaluations to employees?		
	SUPERVISORS		
	MANAGERS		
	SENIOR MANAGERS		