# SENIOR MANAGEMENT INTERVIEW RECORD

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| **QUESTION**  **NO.** | **QUESTION and COMMENTS** | **RESPONSE** | | |
| **+** | **-** | **NA** |
|  | Background Information:  *Do you directly supervise workers?*  *What areas are you responsible for?*  *How long have you worked here?*  *How long have you been in this position?*  *Are you Full-time, Part-time or casual?*  *What shift do you work?*  *Do you take a lead role in formal hazard assessments?*  *Are you on the HSC or are you the HSR?* |  | | |
| **1.03** | How do you ensure employees are made aware of your H&S policy? |  |  |  |
| **1.04** | What are some of the key points listed in the Health and Safety Policy? |  |  |  |
| **1.06 A** | Can you provide some examples of how the three OHS Rights (r*ight to be informed, right to participate, and right to refuse dangerous work*) apply to the work you do? |  |  |  |
| **1.06 B** | Can you provide some examples of the health and safety responsibilities that have been assigned to you? |  |  |  |
| **1.06 C** | Can you provide some examples of legislation that is applicable to you under the *Occupational Health and Safety Act, Regulation* and *Code?* |  |  |  |
| **1.08** | How is your health and safety performance evaluated?  *Examples can include performance appraisals, discipline policy/process for non-performance, letters from employer, positive reinforcement by supervisors, job safety observations, management and supervisor reviews, etc.* |  |  |  |
| **1.09** | How do you communicate to employees that health and safety is important?  How often? |  |  |  |
| **1.10** | How do you demonstrate your commitment to the company’s health and safety system? |  |  |  |
| **1.13** | What kinds of resources are provided to implement and improve the health and safety system?  *Examples can include paid time, equipment, training, materials, and budget dedicated to health and safety needs, etc.* |  |  |  |
| **2.05** | What are some of the high hazard (critical) tasks associated with your company’s operations? **(Ask only of the most senior manager)** |  |  |  |
| **2.10** | Hazard Assessment Lead – When are formal hazard assessments reviewed?  *Auditor to determine if interviewee would be considered a lead for the purpose of hazard assessment review.* ***Hazard assessment leads*** *are those that lead the hazard assessment process. N/A if they are not.* |  |  |  |
| **3.05** | How are changes to hazard controls communicated to you? |  |  |  |
| **3.06** | What hazard controls do you use? |  |  |  |
| **3.13** | What are some of the key points found in the Violence Prevent Plan? |  |  |  |
| **3.16** | What are some key points found in the Harassment Prevention Plan? |  |  |  |
| **4.07** | HSC and/or HS representative – What are your HSC and/or HS representative duties and responsibilities?  *Auditor to determine if interviewee would be considered a Health and Safety Committee (HSC) member or the Health and Safety Representative (HS representative). N/A if they are not.* |  |  |  |
| **4.08** | What health and safety activities are performed by your committee members or health and safety representative? |  |  |  |
| **4.10** | How can you provide feedback regarding health and safety concerns and complaints to your committee members or health and safety representative? |  |  |  |
| **5.05** | When an employee is hired or assigned a new job, task, or when an operational change affects their work, what type of training is provided? |  |  |  |
| **6.06** | How do you ensure other employers and self-employed persons are made aware of your H&S Policy? |  |  |  |
| **8.03** | What type of training have you received in emergency response? (Examples: fire control, rescue, first aid, lock down, shelter in place.)? |  |  |  |
| **8.04** | What are your emergency response responsibilities? |  |  |  |
| **9.02** | What is the process you follow for reporting incidents (including near misses), occupational illness or work refusals? |  |  |  |
| **9.13** | How do you communicate the results of incident investigations to employees? |  |  |  |
| **10.02** | How is health and safety information made available to you and your employees? |  |  |  |
| **10.04** | Describe your involvement in the performance of the health and safety management system. How are you held accountable for the OHSMS?  *(e.g. develop a health and safety plan for the upcoming year, provide resources for health and safety initiatives, etc..* |  |  |  |
| **10.06** | How do you communicate the results of health and safety system evaluations to employees? |  |  |  |