# WORKER INTERVIEW RECORD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUESTION**  **NO.** | **QUESTION AND COMMENTS** | **RESPONSE** | | |
| **+** | **-** | **NA** |
|  | Background Information*:*  *What do you do?*  *What department are you in?*  *How long have you been with the organization?*  *Are you Full-time, Part-time or casual?*  *What shift do you work?*  *Do you take a lead role in the formal hazard assessment process?*  *Are you on the HSC committee or the HS Representative?* |  | | |
| **1.04** | What are some of the key points listed in the Health and Safety Policy? |  |  |  |
| **1.06** | 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 you have been assigned by your employer? |  |  |  |
| **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 does senior management (i.e. the boss/the owner) communicate to you that health and safety is important?  How often? |  |  |  |
| **1.10** | How does senior management demonstrate they are committed to your company’s health and safety system? |  |  |  |
| **1.13** | What kinds of resources does senior management provide 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.* |  |  |  |
| **2.07** | How are you involved in the formal hazard assessment process?  *Auditor may have to explain formal hazard assessment, as the employer may use different terminology.* |  |  |  |
| **2.10** | Hazard Assessment Lead – When are formal hazard assessments reviewed?  *Auditor to determine if interviewee would be considered a lead employee for the purpose of hazard assessment review.* ***Hazard assessment leads*** *are those that lead the hazard assessment process.* ***N/A if they are not.*** |  |  |  |
| **2.14** | How are you involved in the site-specific hazard assessment process? |  |  |  |
| **2.15** | How do you report new hazards, including unsafe or unhealthy conditions and practices? |  |  |  |
| **3.05** | How are changes to hazard controls communicated to you? |  |  |  |
| **3.06** | What hazard controls do you use? |  |  |  |
| **3.07** | How does managers/supervisors ensure you are using the established hazard controls to perform your work safely? |  |  |  |
| **3.10** | When and how is defective equipment, vehicles, facilities, or tools removed from service or for repair? |  |  |  |
| **3.13** | What are some key points found in the Violence Prevention 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? |  |  |  |
| **5.03** | Did your manager/supervisor ensure you received an orientation when hired?  When was the orientation provided?  ***Examples can include on the first day, training prior to first day, prior to starting duties, etc. Make sure you determine WHEN the orientation occurred and if critical items were reviewed prior to starting regular duties.*** |  |  |  |
| **5.05** | What type of training did you receive when:   * you were hired? * when a new task was assigned to you? * or when there were operational changes that affected your work? |  |  |  |
| **5.06** | 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? |  |  |  |
| **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 illnesses or work refusals? |  |  |  |
| **9.08** | How do workers participate in the investigation process? |  |  |  |
| **9.13** | How are the results from incident investigations are communicated to you? |  |  |  |
| **10.01 A** | How is health and safety issues communicated to you? |  |  |  |
| **10.01 B** | How can you provide feedback on health and safety issues? |  |  |  |
| **10.02** | How is health and safety information made available to you? |  |  |  |
| **10.06** | How have the results from health and safety system evaluations been communicated to you? |  |  |  |