# SENIOR MANAGEMENT INTERVIEW RECORD

**Organizations cannot post, or otherwise distribute throughout facilities involved in the audit, answers to interview questions or questionnaires.**

*Ensure to document what the interviewee said -* ***both positive and negative examples****. You must include both positive and negative examples in your justification notes.*

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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?* |  | | | |
| **1.3** | | How do you ensure employees are made aware of your H&S policy? |  | |  |  |
| **1.4** | | What are some of the key points listed in the Health and Safety Policy? |  | |  |  |
| **1.6 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? |  | |  |  |
| **1.6 B** | | Can you provide some examples of the health and safety responsibilities that have been assigned to you both by the company and legislated? |  | |  |  |
| **1.8** | | 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.* |  | |  |  |
| **1.9** | | How do you communicate to employees that health and safety is important?  How often? |  | |  |  |
| **1.10** | | Do you participate in health and safety activities? (Examples may include participation in site yours, inspections, attending HSC meetings, using hazard controls, etc) |  | |  |  |
| **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.* |  | |  |  |
| **2.5** | | 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.* |  | |  |  |
| **3.5** | | How are changes to hazard controls communicated to you? |  | |  |  |
| **3.6** | | What hazard controls do you use? |  | |  |  |
| **4.3** | | Has a HS representative been chosen as per legislated requirements??  *An employer needs to designate a HS representative as per legislated requirements. Employees need to be informed if this process has occurred. If the employer is only required to have an HSC,* ***this question may be marked not applicable (n/a).*** |  | |  |  |
| **4.6** | | **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.* |  | |  |  |
| **4.7** | | **HSC and/or HS representative** – Do you participate in the formal hazard assessment process? When? How often?  *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.* |  | |  |  |
| **4.8** | | What health and safety activities are performed by your HSC or HS representative? |  | |  |  |
| **4.10** | | How can you provide feedback regarding health and safety concerns and complaints to your HSC or HS representative? |  | |  |  |
| **5.6** | | Do employee receive job specific training when they are assigned a new task, or when an operational change affects their work? What type of job specific training is provided? |  | |  |  |
| **7.5** | Do your inspections include a component of employee observation?  *Senior managers/managers must be able to describe how they include observations of OHS behaviors and conditions during their inspections (formal or informal).* | |  |  |  |
| **8.3** | | What type of training have you received in emergency response? (Examples: fire control, rescue, first aid, lock down, shelter in place.)? |  | |  |  |
| **8.4** | | What are your emergency response responsibilities? |  | |  |  |
| **9.2** | | What is the process you follow for reporting incidents, near misses, occupational illness or work refusals? |  | |  |  |
| **9.13** | | How do you communicate the results of incident investigations to employees? |  | |  |  |
| **10.2** | | How is health and safety information made available to you and your employees? |  | |  |  |
| **10.4** | | 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 OHSMS? |  | |  |  |
| **10.6** | | How do you communicate the results of COR audit to employees? |  | |  |  |