# 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 will be required to include both positive and negative examples in your justification notes.*

|  |  |  |
| --- | --- | --- |
| **QUESTION****NO.** | **QUESTION AND COMMENTS** | **RESPONSE** |
| **+** | **-** | **NA** |
|  | Background Information:*What areas are you responsible for?* *How long have you worked here?* *How long have you been a manager?* *Are you Full-time, Part-time or casual?**What shift do you work?**Do you take a lead role in formal hazard assessments?**Do you directly supervise workers?**Are you on the HSC committee or the HSC Rep?* |  |
| **1.3** | How do you ensure employees are made aware of the 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? |  |  |  |
| **1.7** | What are your responsibilities to ensure the health and safety of employees under your supervision? |  |  |  |
| **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 does senior management (i.e. the boss/the owner) communicate to you that health and safety is important? How often? |  |  |  |
| **1.10** | Does senior management 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 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.* |  |  |  |
| **2.5** | What are some of the high hazard (critical) tasks associated with your company’s operations?***Only ask this question if it is determined the interviewee is the highest level of management within the scope of the audit.*** |  |  |  |
| **2.6** | How does management participate in the formal hazard assessment process? |  |  |  |
| **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 do you involve affected employees in the site-specific hazard assessment process? |  |  |  |
| **3.5** | How are changes to hazard controls communicated to you? |  |  |  |
| **3.6** | What hazard controls do you use? |  |  |  |
| **3.7** | How do managers/supervisors ensure you are using the established hazard controls to perform your work safely?  |  |  |  |
| **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 the HSC members or HS representative?  |  |  |  |
| **4.10** | How can you provide feedback regarding health and safety concerns and complaints to your committee members or health and safety representative? |  |  |  |
| **4.11** | Can you explain how the HSC members and/or HS representative would make health and safety recommendations to management? |  |  |  |
| **5.1** | How does the company verify that employees have the qualifications required to do the job for which they are being hired?*Examples can include degrees, diplomas, certificates, trade certificates, apprenticeship program, diplomas, driver’s licenses, etc.* |  |  |  |
| **5.3** | How does your company ensure employees receive orientations prior to starting regular duties? |  |  |  |
| **5.4** | What type of training have you received to support your role as a manager/supervisor? |  |  |  |
| **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? |  |  |  |
| **5.8** | Are competency assessments conducted? *Provide examples of competency assessments and how they ensure they are conducted.* |  |  |  |
| **6.3** | Explain how you monitor the health and safety performance of other employers and/or self-employed persons on the work site. |  |  |  |
| **6.5 A** | How do you communicate with external work site parties regarding their health and safety responsibilities? |  |  |  |
| **6.5 B** | How do you communicate with external work site parties regarding work site hazards and controls? |  |  |  |
| **6.5 C** | How do you communicate with external work site parties when changes are made to a site that may impact their health and safety? |  |  |  |
| **6.6** | How is health and safety information made available to affected external worksite parties? |  |  |  |
| **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).* |  |  |  |
| **7.6** | What are the steps you take to ensure deficiencies identified during an inspection will be corrected – both immediate corrective actions and corrective actions that may take longer? |  |  |  |
| **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 illnesses or work refusals? |  |  |  |
| **9.7** | How do managers/supervisors participate in the investigation process? |  |  |  |
| **9.13** | How are incident investigation results communicated to employees?  |  |  |  |
| **10.2** | How is health and safety information made available to you? |  |  |  |
| **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 health and safety system evaluations to employees? |  |  |  |