# WORKER 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.*

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| **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?* |  |
| **1.4** | 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 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.* |  |  |  |
| **2.7** | 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? |  |  |  |
| **3.5** | How are changes to hazard controls communicated to you? |  |  |  |
| **3.6** | What hazard controls do you use? |  |  |  |
| **3.7** | 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? |  |  |  |
| **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 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? |  |  |  |
| **5.3** | 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.***  |  |  |  |
| **5.6** | 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? |  |  |  |
| **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? |  |  |  |
| **9.8**  | How do workers participate in the investigation process?*Not all workers need to actively participate in the incident investigation process; however, all workers must be able to describe how workers participate in the investigation process.* ***Note: Participation must be more than the injured worker or witness. For example, post incident corrective actions or suggestions for improvement.*** |  |  |  |
| **9.13** | How are the results from incident investigations are communicated to you? |  |  |  |
| **10.1 A** | How is health and safety issues communicated to you?  |  |  |  |
| **10.1 B** | How can you provide feedback on health and safety issues? |  |  |  |
| **10.2** | How is health and safety information made available to you? |  |  |  |
| **10.6** | How have the results from health and safety system evaluations been communicated to you? |  |  |  |