

Management/Supervisor Interview Questionnaire



Reference #	Questions	P	N	Interview Comments
1.5	What are your health and safety responsibilities?			
1.7	In your own words, what does the safety policy say?			
2.1	How are hazards identified before work starts?			
2.2	How are hazards reassessed as the job progresses?			
2.3	Who is involved in doing hazard assessments?			
3.3 / 4.5	Where are safe work practices and safe job procedures kept?			
4.4	Are safe job procedures followed?			
4.6	Who is involved in the creation and review of safe job procedures?			
5.2	Are company rules posted or given out to employees?			
5.4	What happens if somebody breaks a company rule?			
5.5	Are you following the disciplinary action plan when some one breaks a company rule?			
6.2	How are employees made aware of PPE requirements?			
6.3	Do you have access to specialized PPE when needed?			
6.6	Are personnel given instruction or training in the use of PPE?			
6.7	How do you determine what type of PPE is required?			
7.4	Is there a system in place for removing broken or defective tools or equipment from service? What is it?			
7.6	Who conducts the repairs or maintenance on tools and equipment?			
8.2	Does each employee receive a safety orientation? What considerations are given to vulnerable workers during orientations/training?			
8.5	What type of job specific training have employees received?			
8.7	Was there a test involved to measure knowledge?			
8.6	Have you had any training in your safety and health responsibilities?			
8.8	How often does your company hold scheduled safety meetings?			

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8.9	Do you, or does anyone else from management, attend these meetings?			
8.11	Does a qualified/competent person conduct training? How do you verify competency?			
9.5	How often do you conduct inspections?			
9.8	Are all identified deficiencies corrected within a reasonable time frame?			
9.9	How are inspection results communicated to employees?			
10.4	Have you been trained to conduct investigations? What is the process?			
10.6	Are near misses recorded? Please give an example of a near miss.			
10.7	After an incident occurs and an investigation takes place, what generally happens with the recommendations that are made?			
11.2	What are the emergency plans for this site? How do employees receive this info?			
11.7	During an emergency, how would you contact appropriate personnel?			
11.9	Are the required number of first aiders on this jobsite?			
11.10	If someone gets injured, how would they be transported to a medical facility?			
12.1	What is the process for managing/submitting completed safety program documentation?			
12.6	How was the company's audit corrective action plan communicated and implemented?			
13.2	Give an example of how legislation affects your job planning.			
13.3	What are your four legislated rights?			
14.16	Give an example of a controlled product used on this site and the procedures required for safe use.			
14.17	What is the procedure for checking operator training and certification?			
14.23	Is there a process for reviewing the health and safety program? Explain the process.			
14.24	Is safety information shared between the prime and sub-contractors?			