

Employee Interview Questionnaire



Reference #	Questions	P	N	Interview Comments
1.3	What are your safety and health responsibilities? How are you held accountable for them?			
1.6	In your own words, what does the safety and health policy say?			
2.1	Describe the process your company uses to conduct formal hazard assessments. What type of tasks are included in the formal hazard assessment process?			
2.2	How are completed formal hazard assessments reviewed with you?			
2.4	How are hazards reassessed as the job progresses or changes occur?			
2.6	How are you involved in the hazard assessment process?			
2.7	How have you been trained to identify and control hazards?			
2.10	Who is responsible for implementation of controls?			
3.2	Describe some of the key points of a safe work practice applicable to your work.			
3.3	How do you have access to safe work practices when on site?			
3.5	Can you give me an example of how a safe work practice has been reviewed or discussed?			
4.2	Describe the step-by-step process of a safe job procedure for a critical task that is applicable to your work.			
4.3	How do you have access to safe job procedures when on site?			
4.5	Can you give me an example of how a safe job procedure has been reviewed or discussed?			
5.2	Where can you find both company and project (work location) specific rules?			
5.3	How are company safety rules provided or made available to you?			
5.6	How are the company rules enforced?			
6.1	How do you know what PPE is required to perform a specific task?			
6.3	What type of training did you receive to understand the proper fitting, care, and use of your PPE?			
6.4	How do you have access to appropriate PPE when needed?			
7.5	What is your company's system to remove defective tools or equipment from service?			



This audit instrument aligns with the CFCSA-endorsed harmonized audit instrument.



Reference #	Questions	P	N	Interview Comments
8.2	After training, how are you evaluated for your retention of information regarding the company safety and health program?			
8.5	How was your mandatory training verified or provided to you prior to starting work?			
8.8	When was your orientation provided? Have you received a re-orientation?			
8.12	How are you given the opportunity to give input and communicate safety and health concerns?			
8.13	How often does your company hold scheduled safety meetings?			
9.3	How are identified deficiencies assigned to individuals and corrected as required?			
9.4	What specific method, form, or checklist is used for pre-use inspections?			
9.7	What is your role in the formal or informal inspection process?			
9.8	How are the inspection reports posted and/or communicated to you?			
10.1	What is the process for reporting an incident? What are your responsibilities?			
10.4	Once an incident investigation has been completed, how are corrective actions implemented?			
10.5	How are corrective actions communicated to you after an incident occurs?			
10.6	What incidents do you report? Do you report near misses? Please give an example of a near miss.			
11.4	How do you know who is a qualified to administer first aid on this site?			
11.5	How do you alert everyone onsite in the event of an emergency? How do you contact appropriate personnel/agencies for emergency assistance?			
11.9	Can you give me an example(s) of an emergency plan for this site? What are your specific roles and responsibilities?			
11.12	How have site specific emergency plans been communicated to you?			
13.1	Where are copies of relevant legislation on this site? <i>For Manitoba, reference our Workplace Safety and Health Act and Regulation.</i>			
13.2	Does your supervisor regularly discuss relevant regulations and legislation when assigning work? Can you give an example?			
13.3	What are your legislated rights? Do you know how to exercise those rights?			
15.1	Who is your worker safety representative on this site?			

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Reference #	Questions	P	N	Interview Comments
15.2	Who is involved in hazard identification, communication, and control on your worksite(s)?			
15.5	How are you made aware of safety meeting minutes for this site? Where can you find a copy of the minutes?			
15.9	Have you received hearing protection training?			
15.11	What is the procedure for working alone? Is it followed?			
15.13	Give an example of a controlled product used on this site and the procedures required for safe use.			

15.2 *Highlighted boxes are required for SECOR®. COR® requires all questions.*