

Management/Supervisor 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?			
2.4	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 do you verify employees are competent to participate in hazard assessments?			
2.10	Who is responsible for implementation of controls?			
3.3	How do your employees have access to safe work practices when on site(s)?			
3.5	What is your formal process to develop or review safe work practices?			
4.3	How do your employees have access to safe job procedures when on site(s)?			
4.5	What is your formal process to develop or review safe job procedures?			
5.3	How are company safety rules provided to your employees?			
5.6	Explain the disciplinary process that is used when employees are not following company rules.			
6.1	What criteria is used to select appropriate PPE for company specific tasks?			
6.3	What type of training is provided to your employees to help them understand the proper fitting, care, and use of PPE?			
6.4	How do your employees have access to appropriate PPE when needed?			
7.4	How are the individuals that perform maintenance on equipment or tools deemed competent to do so?			
7.5	What is your company's system to remove defective tools or equipment from service?			
8.1	What is your company's method for the selection of safety and health training of employees?			



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



Reference #	Questions	P	N	Interview Comments
8.2	What is your company's method for evaluating and monitoring the knowledge, competency, and effectiveness regarding the safety and health training provided to employees?			
8.3	What training have you received in your legislated requirements?			
8.5	How do you verify mandatory training requirements for employees are completed prior to starting work?			
8.6	How do you verify the training provided is conducted by a qualified/competent person?			
8.8	What types of orientation are provided and when?			
8.10	When did you last attend a safety and health meeting? How often do you actively participate in them?			
8.13	How does your company ensure safety and health meetings are scheduled to meet legislation, company, or project requirements?			
9.2	What specific method, form, or checklist is used for workplace inspections?			
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?			
10.3	What training have you received to conduct investigations? Did that training include both legislative and company-specific reporting and investigation procedures?			
10.4	Once an incident investigation has been completed, how are corrective actions implemented and followed up for effectiveness?			
10.6	Following an incident, are the investigation reports completed as per company policy/procedure that includes incidents, near misses, and investigation reports? Can you give an example?			
11.4	How do you communicate who is a qualified first aid personnel on this site? How do you verify the number of qualified first aid personnel meets legislative requirements?			
11.5	How do you alert everyone onsite in the event of an emergency? How do you contact appropriate personnel/agencies for emergency assistance?			
11.6	If someone gets injured, how would they be transported to a medical facility?			

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Reference #	Questions	P	N	Interview Comments
11.12	How do you communicate site-specific emergency response plans to your employees?			
12.7	Can you give me an example of corrective actions or improvements that have been made to your safety and health program from your most recent audit/statistics review?			
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	Do you regularly refer to relevant legislation and regulations during job planning to ensure compliance? Can you give an example?			
13.3	What are your legislated rights? Do you know how to exercise those rights?			
14.2	How does the evaluation, selection, and monitoring of contractors take into consideration their ability and competency to identify, communicate, and control hazards that may impact all workers on site?			
14.3	How do you ensure your criteria for selection/evaluation and monitoring contractors is being followed?			
14.6	How do you ensure your criteria for selection and evaluation of procured products is being followed?			
15.13	Give an example of a controlled product used on this site and the procedures required for safe use.			
15.16	What is the procedure for checking operator training and certification?			

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