**Conducting & Scoring Formal Interviews (Quick Reference Guide):**

1. Use the table (page 2) to select the minimum numbers of interviews. In total staff column, include personnel on shift that week, including part-time, seasonal, students, administration, drivers, salesman…
2. Find a private area to conduct face-to-face interviews so that answers remain confidential and are not influenced by external forces. Interviews should be held during normal working hours and, where practical, at the normal workplace of the employee being interviewed
3. Identify whether an interpreter is needed
4. Start with an opening statement as to why this person was selected to be interviewed, what the interview is for, the reason for any note taking and any ethical considerations (i.e. confidentiality)
5. Ask the interviewee several pre-interview questions:
   1. Confirm the interviewee’s position or title (i.e. manager, supervisor, worker, JOHSC member),
   2. what department they reside in,
   3. whether they are permanent/temporary/part time,
   4. what worksite/location they come from,
   5. how many years’ experience they have with their current employer,
   6. if they are a new and or young worker, have an emergency response role and
   7. if they complete inspections
6. Record the responses in the “Interview selection sheet” tab of the Audit Tool
7. Begin the formal interview by using the interview booklet appropriate to the position of the interviewee.
8. You may use the paper version of the interview questions to record the responses in the booklets using “ticks” and make any necessary comments in the “comment” box’s
9. Enter the gathered information and NUMBER of positive and negative responses into the “Interview Questions” tabs of the Audit Tool. Comments must be recorded to verify the score given.

**Example:** Q: 2.3 All workers stated that PPE is required for their jobs and is easily accessible.

Examples of PPE mentioned were: Coveralls, Hardhat, Safety glasses and gloves.

Q: 5.2 2 of the 4-personal responsible for inspections had received full training but the

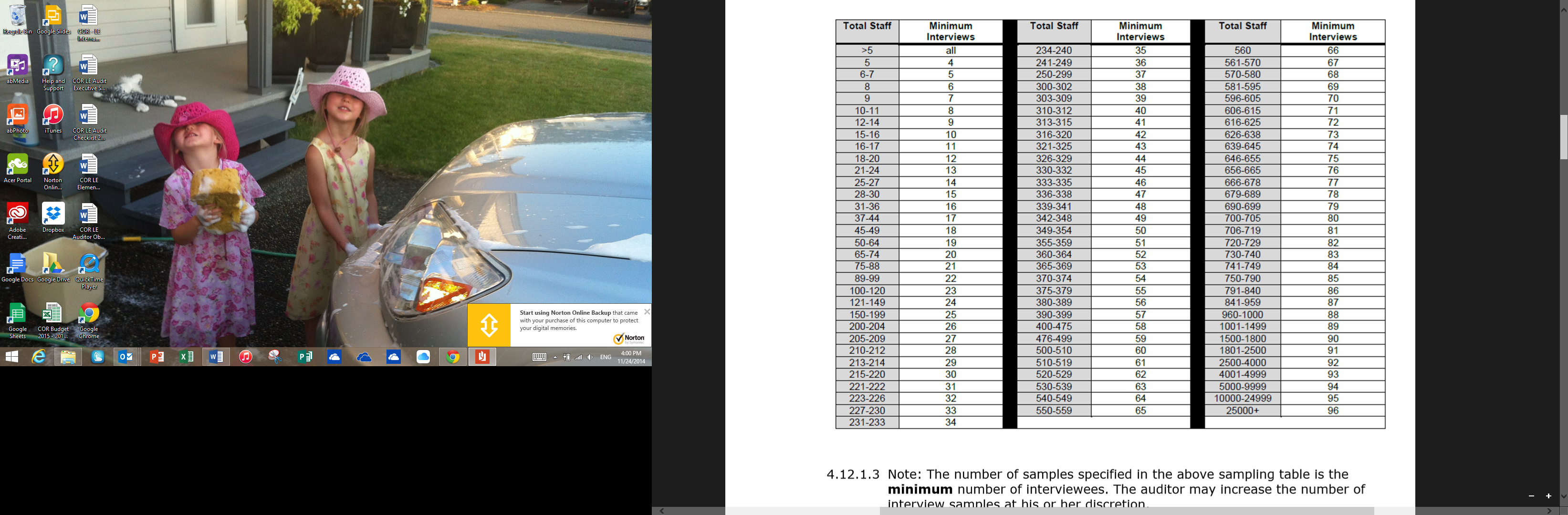
2 new personal assigned to inspections have only received partial training.

1. If the interviewee is a new and or young worker, as determined from the interview selection sheet, ask question 4.7 in the audit tool. If the interviewee is not a new and or young worker, simply move to the next question.
2. If the interviewee holds an emergency response role, as determined from the interview selection sheet, ask question 3.14 found in the interview booklets. If the interviewee does not hold an emergency response role, simply move to the next question.

**Select the appropriate number of managers/supervisors to interview and enter the numbers into the chart. At least 25% of interviews must be managers/supervisors.**

**Calculate the number of safety committee members/safety representative(s) to be interviewed. These must make up 10% of all interviews (management and workers are both represented on the Joint Committee).**

**Complete the Interview Selection Sheet in the Audit Tool - Do not include names of individual employees.**



**Interview Selection Sheet**

**(located in the Excel Audit Tool)**

**Do not submit names of individual employees. Minimum number of staff to interview:**

**Managers/Supervisors: \_\_\_\_\_\_ Workers: \_\_\_\_\_\_ Joint Committee Members: \_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Level (Manager, Supervisor, Worker/JH&S Member)** | **Department /Work Area** | **Permanent /Temporary /Part Time** | **Worksite**  **(i.e. location)** | **Experience (Years)** | **New or Young Worker?**  **Yes No** | | **Emergency Response Role?**  **Yes No** | | **Completes Inspections?**  **Yes No** | |
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**Manager Interview Questions**

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| --- | --- | --- | --- | --- | --- |
| **Question #** |  | **Yes** | **No** | **N/A** | **Comments** |
| **1.1** | **Do you know where the safety policy is located?** |  |  |  |  |
| **1.2** | **Can you describe your health and safety responsibilities, as they are noted in your organization's Safety Policy?**  *Have a copy of the Safety Policy during the interview to determine if the response is correct.* |  |  |  |  |
| **1.4** | **Do you discuss health and safety issues with workers at least once each quarter?**  *Note: this may occur daily, through staff meetings, crew meetings, memos, etc.* |  |  |  |  |
| **1.6** | **Do any management meetings you attend have safety as a regular agenda item?** |  |  |  |  |
| **1.7** | **Are you aware of the procedures for dealing with health and safety violations?** |  |  |  |  |
| **2.2** | **Have staff that are involved in the process to identify hazards in the workplace received training?** |  |  |  |  |
| **2.6** | **If a worker needs a particular form of Personal Protective Equipment, do they have access, and can they get it easily?** |  |  |  |  |

**Manager Interview Questions - *continuation***

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| --- | --- | --- | --- | --- | --- |
| **Question #** |  | **Yes** | **No** | **N/A** | **Comments** |
| **3.14** | **Have you been assigned and trained in an emergency response role?** |  |  |  |  |
| **4.9** | **Does the organization provide hazard information to contractors before starting work?** |  |  |  |  |
| **5.6** | **When inspections of worksites happen, is someone assigned to correct deficiencies?** |  |  |  |  |
| **5.7** | **When inspections of worksites happen, do any high or moderate hazards get taken care of before the next inspection?** |  |  |  |  |
| **6.6** | **Are you involved in incident/accident investigations? If so, have you received training in the organization’s investigation policy/procedures?** |  |  |  |  |
| **6.9** | **Do you review the results of incident/accident investigations?** |  |  |  |  |
| **7.2** | **If health and safety statistical reports are generated, are they shared with all staff?** |  |  |  |  |
| **7.3** | **Is safety performance compared from year to year?** |  |  |  |  |
| **7.6** | **Are health and safety goals and objectives identified on an annual basis?** |  |  |  |  |

**Supervisor Interview Questions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question #** |  | **Yes** | **No** | **N/A** | **Comments** |
| **1.1** | **Do you know where you can find a copy of the safety policy?** |  |  |  |  |
| **1.2** | **Can you describe your health and safety responsibilities as they are noted in your organization's safety policy?** |  |  |  |  |
| **1.4** | **Do you regularly discuss or share health and safety information with your workers?**  *Sharing of information could be daily, in the office, on the jobsite, or in safety meetings.* |  |  |  |  |
| **1.5** | **Do you have access to relevant health and safety resources, such as the *Workers Compensation Act*, WorkSafeBC OHS Regulations, company safety handbook or other documents?** |  |  |  |  |
| **1.7** | **Do you know the procedures for dealing with health and safety violations?** |  |  |  |  |
| **2.2** | **Have staff that are involved in the process to identify hazards in the workplace received training?** |  |  |  |  |
| **2.3** | **When a hazard is determined to be present in the workplace is it communicated?** |  |  |  |  |

**Supervisor Interview Questions - *continuation***

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| --- | --- | --- | --- | --- | --- |
| **Question #** |  | **Yes** | **No** | **N/A** | **Comments** |
| **2.5** | **Do you make workers aware of the PPE required to perform their jobs safely?**  **If so, how?** |  |  |  |  |
| **2.6** | **If a worker needs a form of Personal Protective Equipment do, they have access, and can they get it easily?** |  |  |  |  |
| **3.4** | **Are supervisors given the opportunity to consult in the development and review of safe work procedures for work within their areas?** |  |  |  |  |
| **3.14** | **Have you been assigned and trained in an emergency response role?** |  |  |  |  |
| **4.2** | **How do you determine if workers can do their jobs safely?**  *Supervisors should be able to describe the steps they take to ensure their workers are competent. At a minimum, supervisors should:*   * *review training and certification records* * *conduct training* * *observe workers performing the work* * *correct unsafe acts* |  |  |  |  |
| **4.4** | **Do you receive safety training? Is it ongoing or just on an as-required basis?**  *Supervisors should be able to describe a variety of training delivered one-on-one, in classrooms, at crew meetings, etc. Indicate positive response if they can describe a variety of methods and topics* |  |  |  |  |

**Supervisor Interview Questions - *continuation***

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| --- | --- | --- | --- | --- | --- |
| **Question**  **#** |  | **Yes** | **No** | **N/A** | **Comments** |
| **4.6** | **Are on-the-job tailgate or pre-planning meetings taking place?** |  |  |  |  |
| **4.9** | **Does the organization provide hazard information to contractors before starting work?** |  |  |  |  |
| **5.2A** | **Are you involved in inspections during workplace safety inspections*?***  **If so, what do you inspect?**  *(Should include tools and equipment, grounds, buildings, procedures being followed, etc.).* |  |  |  |  |
| **5.2B** | **Do you do informal inspections?** |  |  |  |  |
| **5.5** | **Have you received any training for conducting inspections?** |  |  |  |  |
| **5.7** | **When inspections of worksites happen, do any high or moderate hazards get taken care of before the next inspection?** |  |  |  |  |
| **6.6** | **Are you involved in incident/accident investigations?**  **If so, have you received training in the organization’s investigation policy/procedures?** |  |  |  |  |
| **7.7** | **Are regular discussions or meetings held with workers to discuss current and on-going health and safety issues?** |  |  |  |  |

**Worker Interview Questions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question #** |  | **Yes** | **No** | **N/A** | **Comments** |
| **1.1** | **Do you know where the safety policy is located?** |  |  |  |  |
| **1.2** | **Can you describe your health and safety responsibilities?**  *They should be able to describe their responsibilities as noted in the organizations' safety policy.* |  |  |  |  |
| **1.3** | **Do you believe supervisors lead by example?** |  |  |  |  |
| **1.4** | **Do managers in your organization discuss health and safety issues with you at least once each quarter?**  *This may occur through staff meetings, crew meetings, memos, etc.* |  |  |  |  |
| **1.5** | **Do you have access to relevant health and safety resources, such as the *Workers Compensation Act*, WorkSafeBC OHS Regulations, company safety handbook or other documents?** |  |  |  |  |
| **1.7** | **Do you know the process for dealing with health and safety violations?** |  |  |  |  |
| **2.3** | **Does your supervisor communicate the hazards of your job with you?** |  |  |  |  |
| **2.6** | **If you need PPE for a particular task, can you easily access it?** |  |  |  |  |

**Worker Interview Questions- *continuation***

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| --- | --- | --- | --- | --- | --- |
| **Question**  **#** |  | **Yes** | **No** | **N/A** | **Comments** |
| **2.8** | **Have you been trained in the use, limitations and care of the PPE that you wear?**  *Workers must be able to describe when PPE should be used, how it is to be used, how to inspect it, when and how it should be replaced. Note: if a worker is not required to use PPE, this question will not appl*y. |  |  |  |  |
| **2.10** | **Do you know how to report any hazards?** |  |  |  |  |
| **2.13** | **Do you know what to do if you encounter broken tools or equipment?**  *Workers should know the process. For example, they may be required to report the damage to someone on an Equipment Condition Report and apply a "do not use" tag or follow some other process that takes the equipment out of service.* |  |  |  |  |
| **3.3** | **Are you aware of written safe work procedures and where they are located?** |  |  |  |  |
| **3.9** | **Do you know how to contact the first aid attendant?** |  |  |  |  |
| **3.14** | **Have you been assigned and trained in an emergency response role?** |  |  |  |  |

**WorkerInterview Questions - *continuation***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question**  **#** |  | **Yes** | **No** | **N/A** | **Comments** |
| **4.4** | **What safety training have you received? Is it on-going or just as an as-required basis?**  *Workers should be able to describe a variety of training topics and training methods, e.g. one-on-one, classroom, crew meeting, etc. Indicate “Yes” response if they can.* |  |  |  |  |
| **4.6** | **Do you ever have tailgate / toolbox meetings or on-the-job pre-planning meetings?** |  |  |  |  |
| **4.7** | *If the interviewee is a new and or young worker this question applies, otherwise N/A*  **Did you receive an orientation during your first day of employment in your new job?** |  |  |  |  |
| **5.2A** | **Are you involved in inspections during workplace safety inspections*?***  **If so, what do you inspect?**  *Should include tools and equipment, grounds, buildings, procedures being followed, etc.* |  |  |  |  |
| **6.5** | **Do you know what the accident / incident reporting process is?** |  |  |  |  |
| **6.6** | **Are you involved in incident/accident investigations?**  **If so, have you received training in the organization’s investigation policy/procedures?** |  |  |  |  |
| **6.8** | **Are corrective actions of an incident/accident investigation communicated to workers?**  *Safety meetings, posted on bulletin boards, distributed to workers involved or any other appropriate means* |  |  |  |  |
| **7.7** | **Does your supervisor hold regular safety discussions with you and other workers?** |  |  |  |  |

**Joint Health and Safety Committee Member Interview Questions**

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| --- | --- | --- | --- | --- | --- |
| **Question #** |  | **Yes** | **No** | **N/A** | **Comments** |
| **3.2** | **Has someone been assigned the responsibility for overseeing the Workplace Hazardous Materials Information System (WHMIS) program?** |  |  |  |  |
| **3.4** | **As a member of the Joint Health and Safety Committee, were you consulted in the development or review of safe work procedures?** |  |  |  |  |
| **3.14** | **Have you been assigned and trained in an emergency response role?** |  |  |  |  |
| **5.7** | **When inspections of worksites happen, do any high or moderate hazards get taken care of before the next inspection?** |  |  |  |  |
| **6.6** | **Are you involved in incident/accident investigations?**  **If so, have you received training in the organization’s investigation policy/procedures?** |  |  |  |  |
| **7.2** | **Are health and safety statistical reports regularly generated and shared?** |  |  |  |  |
| **7.4** | **Does the Safety Committee have an opportunity to analyze annual statistics?** |  |  |  |  |

**Joint Health and Safety Committee Member Interview Questions - *continuation***

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| --- | --- | --- | --- | --- | --- |
| **Question #** |  | **Yes** | **No** | **N/A** | **Comments** |
| **8.3** | **Are you familiar with your duties and obligations as a Safety Committee member as listed in the ToR or program document?** |  |  |  |  |
| **8.4** | **Have you received training to carry out your JOHSC responsibilities?** |  |  |  |  |
| **8.5** | **Is the Safety Committee actively involved in safety program activities?** |  |  |  |  |
| **8.6** | **Has the Safety Committee made recommendations to improve the safety program, or has it reviewed and accepted recommendations made by others?** |  |  |  |  |
| **8.7 a** | **Do you review or conduct workplace inspections as part of your safety committee member duties?**  **Have you received training?** |  |  |  |  |
| **8.7 b** | **Do you review or conduct incident/accident investigations as part of your safety committee member duties?**  **Have you received training?** |  |  |  |  |
| **8.9** | **Do you believe the Safety Committee is provided with enough resources to fulfill your responsibilities as a safety Committee member?**  Resources may include:   * time to perform your tasks * copies of the OHS Regulation (or access to a computer), Workers Compensation Act, Safety publications, etc. |  |  |  |  |