**Conducting 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.
3. Identify whether an interpreter is needed
4. Start each interview with an opening statement briefly explaining the purpose of the interview. The opening statement should briefly explain:
* why this person was selected to be interviewed
* what the interview is for
* the reason for any note taking
* confidentiality
* Audit of safety program, not individual employees
1. Ask the interviewee several pre-interview questions:
	* Confirm the interviewee’s position or title (i.e. manager, supervisor, worker)
	* what department they reside,
	* whether they are permanent/temporary/part time,
	* what worksite/location they come from,
	* How many years’ experience they have with their current employer,
	* If they are a new and or young worker,
	* If they have an emergency response role,
	* Do they conduct incident investigations?
2. Record the responses in the “Interview selection sheet” in the Audit Tool
3. Begin the formal interview by using the interview questions appropriate to the position of the interviewee.
4. 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
5. Enter the gathered information and NUMBER of positive and negative responses into the “Interview Questions” tab of the Audit Tool. Comments must be recorded to verify the score given.

**Example:** Q: 2.3 Both 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.

# Interview Selection

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

**Minimum Number of Staff to Interview:**

**Managers/ Supervisors:**

**Workers:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Level(Manager, Supervisor, Worker)** | **Department / Work Area** | **Permanent, Temporary, Seasonal, Part Time** | **Worksite****(i.e. location)** | **Experience (Years)** | **New or Young Worker?** **YES** | **Emergency Response Role?** **YES** | **Completes Inspections****YES** |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  | [ ]  |



*Use this table 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…*

*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.*

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question #** | **Interviewee** | **Questions** | **Yes** | **No** | **Comments** |
| **1.2** | SupervisorsManagersWorkers | Are you aware of, or have knowledge of the WCA, OH&S Regulations or other applicable legislation? Are necessary resources available, and do you know how to access them? |       |       |      |
| **2.1** | Workers | Is there a hazard, risk and control involved in one of your tasks (driving forklift, milking cows … ). If so, please explain … |       |       |       |
| **2.2** | Managers | Have controls to hazards been implemented? |       |       |       |
| **2.2** | Workers | Of the hazards identified in 2.1, do you follow the established controls where required? |       |       |       |
| **2.3** | Workers | Is PPE required for your job? Is it easily accessible and what is it?Are PPE requirements communicated and enforced for your job? |       |       |       |
| **3.2** | Workers | Are you trained in emergency procedures? If so, when and what emergency procedures have you been trained in? |       |       |       |
| **3.3** | Workers | Are you aware of how you would contact first aid?Please explain a few steps … |       |       |       |
| **4.1** | Supervisors | Is there a procedure in place to ensure that workers are qualified to complete their tasks? Are workers corrected if they do not follow established procedures? |       |       |       |
| **5.2** | Personnel Responsible for Inspections | Have you received training to complete inspections? When did you receive this training and what did it include? |       |       |       |
| **5.3** | Supervisors | Is there a process to ensure hazards are reported, corrected and workers are informed? Please explain a few steps…. |       |       |       |
| **7.1** | SupervisorsWorkers  | Is information shared with workers regarding review of incidents and injuries? When was the latest information shared? |       |       |       |
| **7.2** | SupervisorsWorkers | Does the Owner/Manager communicate safety items to staff? How regularly? |       |       |       |