COR Audit Interview Questions

(M) - Manager Question
(W) - Worker Question
** If there is no indicator next to the question, it is for all personnel.*

1	**Safety and Health Policy**
1.3	*Addresses accountability and responsibility for safety and health for workplace parties?*
	What are your safety and health responsibilities?
	How are you held accountable for them?
1.5	*Is visibly posted in the workplace and/or made readily available to all workplace parties.*
	(W) Where would you find a copy of the safety and health policy?
1.6	*Is communicated to workplace parties?*
	In your own words, what does the safety and health policy say?
2	**Hazard Assessment, Analysis, and Control**
2.1	*Do formal hazard assessments include all aspects of company operations, including routine and non-routine where work is performed?*
	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	*During hazard assessments are both existing and potential hazards identified and reported?*
	(W) How are completed formal hazards assessments reviewed with you?
2.4	*Are risks reassessed/re-evaluated as when people, equipment, material, environment, or processes are changed?*
	How are hazards reassessed as the job progresses or changes occur?
2.6	*Are appropriate personnel involved in the hazard assessment process?*
	How are you involved in the hazard assessment process?
	(Safety Representative/Safety Committee Member) Can you explain how you or a member of the committee is involved in hazard assessments?
2.7	*Are the personnel competent to participate in the hazard assessment process?*
	How do you verify employees are competent to participate in hazard assessments?
2.10	*Are individuals/roles assigned to implement the controls identified?*
	Who is responsible for implementation of controls?
3	**Safe Work Practices**
3.2	*Are they understood by workers?*
	(W) Describe some of the key points of a safe work practice applicable to your work.
3.3	*Are they readily available?*
	How do your employees have access to safe work practices when on site(s)?
3.5	*Have both management and workers participated in the development/review of these practices?*
	(M) What is your formal process to development or review safe work practices?
	(W) Can you give me an example of how a safe work practice has been reviewed or discussed?
4	**Safe Job Procedures**
4.2	*Are they understood by workers?*
	Describe the step-by-step process of a safe job procedure for a critical task that is applicable to your work.
4.3	*Are these procedures available and easily accessible to workers?*
	(M) How do your employees have access to safe job procedures when on site(s)?
	(W) How do you have access to safe job procedures when on site?
4.5	*Have both management and workers participated in the development/review of these procedures?*
	(M) What is your formal process to development or review safe job procedures?
	(W) Can you give me an example of how a safe job procedure has been reviewed or discussed?

5	**Company Safety Rules**
5.2	*Are both company and project (work location) specific rules available?*
	(W) Where can you find both company and project (work location) specific rules?
5.3	*Are the rules written and prominently posted or provided to each employee?*
	(M) How are company safety rules provided to your employees?
	(W) How are company safety rules provided or made available to you?
5.4	*Are company and project specific rules clearly explained and understood?*
	(W) Can you give me an example of few company and/or site specific rules that you need to follow?
5.6	*Are all rules applied/enforced consistently with all personnel?*
	(M) Explain the disciplinary process that is used when personnel are not following company rules?
	(W) How are the company rules enforced?

6	**Personal Protective Equipment (PPE)**
6.1	*Are activities requiring PPE documented and is specific criteria used to select appropriate PPE for those activities?*
	(M) What criteria is used to select appropriate PPE for company specific tasks?
	(W) How do you know what PPE is required to perform a specific task?
6.3	*Are workers made aware of PPE requirements and provided instruction/training for the proper fitting, care, and use of PPE?*
	(M) What type of training is provided to your employees to help them understand the proper fitting, care and use of PPE?
	(W) What type of training did you receive to understand the proper fitting, care and use of your PPE?
6.4	*Is appropriate PPE provided and/or made available to workers for specific activities when required?*
	(M) How do your employees have access to appropriate PPE when needed?
	(W) How do you have access to appropriate PPE when needed?

7	**Preventative Maintenance Program**
7.4	*Does a qualified/competent person perform the inspection and maintenance?*
	(M) How are the individuals that perform maintenance on equipment or tools competent to do so?
7.5	*Does the preventative maintenance program of facilities, tools, equipment, and vehicles include a system that effectively removes defective tools, equipment, and vehicles from service?*
	What is your company's system to remove defective tools or equipment from service?

8	Training and Communication
8.1	*Is there a method for the selection of safety and health training of employees?* **(M) What is your company's method for the selection of safety & health training of employees?**
8.2	*Is there a method for the evaluation and monitoring of the knowledge, competency, and effectiveness of safety and health training of employees?* **(M) What is your company's method for evaluating and monitoring the knowledge, competency and effectiveness regarding the safety & health training provided to employees?** **(W) After training, how are you evaluated for your retention of information regarding the company safety and health program?**
8.3	*Have appropriate individuals been trained in legislated requirements?* **(M) What training have you received in your legislated requirements?**
8.5	*Are mandatory training requirements verified or training provided before starting the task?* **(M) How do you verify mandatory training requirements for employees are completed prior to starting work?** **(W) How was your mandatory training verified or provided to you prior to starting work?**
8.6	*Does a qualified/competent person conduct training?* **(M) How do you verify the training provided is conducted by a qualified/competent person?**
8.8	*Is there a mandatory orientation program that is completed prior to starting work, if a change of location and/or operational change?* **(M) What types of orientation are provided and when?** **(W) When was your orientation provided?** **(W) Have you received a re-orientation?**
8.10	*Does senior management attend/participate in safety and health meetings?* **(M) When did you last attend a safety and health meeting?** **(M) How often do you actively participate in them?**
8.12	*Is there a process for worker input and communication of safety and health information?* **(W) How are you given the opportunity to give input and communicate safety and health concerns?**
8.13	*Are safety and health meetings held regularly and documented as per legislation, company, or project requirements?* **(M) How does your company ensure safety and health meetings are scheduled to meet legislation, company or project requirements?** **(W) How often does your company hold scheduled safety meetings?**

9	Inspections
9.2	*Are specific methods, forms, or checklists used to identify deficiencies for workplace inspections?* **(M) What specific method, form or checklist is used for workplace inspections?**
9.3	*Are corrective actions assigned to individuals and implemented as specified?* **How are identified deficiencies assigned to individuals and corrected as required?**
9.4	*Are specific methods, forms, or checklists used to identify deficiencies for pre-use inspections?* **What specific method, form or checklist is used for pre-use inspections?**
9.7	*Does the inspection process include participation of all levels within the company?* **What is your role in the formal or informal inspection process?**
9.8	*Are inspection reports posted and/or communicated to appropriate personnel?* **How are the inspection reports posted and/or communicated to you?**

10	Incident Investigation and Reporting
10.1	*Do workplace parties know their responsibilities and the reporting procedures?* **What is the process for reporting an incident?** **What are your responsibilities?**
10.3	*Have appropriate individuals been trained in legislative and company-specific reporting requirements and investigation procedures:*
10.3.c	*Confirmed by majority of positive interview responses?* **(M) What training have you received to conduct investigations?** **(M) Did that training include both legislative and company-specific reporting and investigation procedures?**
10.4	*Are recommendations for prevention/remedial action implemented as per legislation and/or company requirements:*
10.4.c	*Confirmed by majority of positive interview responses?* **(M) Once an incident investigation has been completed, how are corrective actions implemented and followed up for effectiveness?** **(W) Once an incident investigation has been completed, how are corrective actions implemented?**
10.5	*Are investigation results and corrective/preventative actions communicated to appropriate parties?* **(W) How are corrective actions communicated to you after an incident occurs?**
10.6	*Are the investigation reports completed according to company policy and procedures?* **(M) 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?** **(W) What incidents do you report?** **(W) Do you report near misses?** **(W) Please give an example of a near miss?**

11	Emergency Preparedness
11.4	*Are the required number of qualified first aid personnel on site?* **(M) How do you communicate who is a qualified first aid personnel on this site?** **(M) How do you verify the number of qualified first aid personnel meets legislative requirements?**
11.5	*Is an appropriate emergency communication system available?* **How do you alert everyone onsite in the event of an emergency?** **How do you contact appropriate personnel/agencies for emergency assistance?**
11.6	*Is there a means to transport an injured employee to a medical facility?* **(M) If someone gets injured how would they be transported to a medical facility?**
11.9	*Do employees know their roles and responsibilities?* **(W) Can you give me an example(s) of an emergency plan for this site?** **(W) What are your specific roles and responsibilities?**
11.12	*Is relevant information regarding the emergency response plans communicated to the appropriate parties?* **(M) How do you communicate site specific emergency response plans to your employees?** **(W) How have site specific emergency plans been communicated to you?**

12	Statistics, Records, and Documentation
12.7	*Are results and analyses communicated to relevant workplace parties as per company policy, procedure(s), or guideline(s)?* **(M) Can you give me an example of corrective actions or improvements that have been made to your** **(M) Safety & Health program from your most recent audit/ statistics review?**

13	**Legislation**
13.1	*Are copies of relevant legislation posted and/or readily available at each workplace as required?* **Where are copies of the Saskatchewan Act and Regulations on this site?**
13.2	*Does the management/supervisor regularly refer to relevant legislation and regulations during job planning to ensure compliance?* **(M) Do you regularly refer to relevant legislation and regulations during job planning to ensure compliance?** **(W) Does your supervisor regularly discuss relevant regulations and legislation when assigning work?** **Can you give an example?**
13.3	*All personnel trained and aware of their legislated rights and responsibilities?* **What are your 3 basic rights, and can you briefly explain what they mean?**

14	**Procurement and Contractor Management**
14.2	*Does the evaluation, selection, and monitoring include the ability and competency of the contractor to identify, communicate, and control hazards that may impact their own workers, your workers, as well as any other person?* **(M) 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	*Has the criteria for the selection, evaluation, and monitoring of contractors and service providers been followed?* **(M) How do you ensure your criteria for selection/ evaluation and monitoring contractors is being followed?**
14.6	*Has the criteria for the selection, evaluation, and procurement of products been followed?* **(M) How do you ensure your criteria for selection and evaluation of procured products is being followed?**

SS2	**Harassment Policy**
SS2.2	*Are employees aware of the policy objectives?* **(W) Are you aware of a company harassment policy?**

SS3	**Occupational Health Committee / Representative**
SS3.1	*Is an occupational health committee or representative in place?* **Is an occupational health committee or representative in place with this company?**
SS3.2	*Are both managers and workers represented on the committee?* **(M) Are both managers and workers represented on the committee?** **(W) Who is the Committee worker co-chair or the Representative?**
SS3.3	*Are committee meetings held at least quarterly?* **How often are committee meetings held?** **(W) If there is no committee, how often does the Representative meet with the employer?**
SS3.6	*Are committee / representative recommendations followed?* **Are committee/representative recommendations typically followed?**
SS3.7	*Is the committee or representative fulfilling their legislated responsibilities?* **Describe some of the activities that your committee performs.**