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Physical Plant

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COR™ Audit Employee Questions

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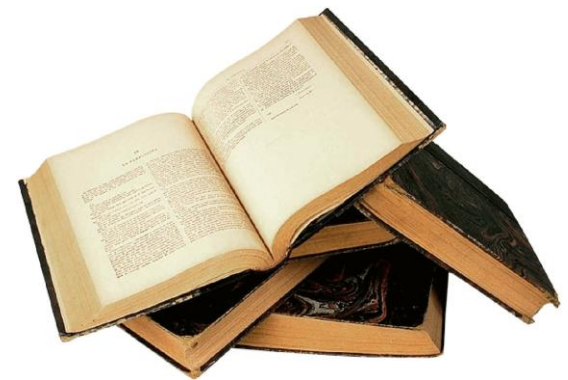
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References

- Construction Safety Association Manitoba (CSAM) website COR™ “Safety Audit Procedures”





Safety Audit Procedures

Audits provide an assessment of the current state of our safety program and will identify specific areas where improvements to the system can be made.

The following set of questions are part of that assessment.



Questions and Answers

The Questions that follow are available to the auditor. Therefore, you should be prepared to answer them. This workshop will help you do just that.

Each Question is followed by what is believed to be a satisfactory Answer.



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Competency Check

Contact the Training and Safety Coordinator (474-7460) to write the Competency Check after completing this online workshop.



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Q & A



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Q: Where would you find a copy of the safety policy?



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Q: Where would you find a copy of the safety policy?

A: Both the U of M safety policy and the Physical Plant safety directive is located in the safety manual. The Physical Plant safety directive is also located on the safety board.



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Q: In your own words, what does the Physical Plant directive say?



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Q: In your own words, what does the Physical Plant directive say?

A: It talks about Physical Plant's commitment to safety. Gives worker's rights and responsibilities, supervisor's duties. Contractor and supplier duties. Says we are responsible for our own safety and those around us.



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Q: What are your safety responsibilities?



Q: What are your safety responsibilities?

A: 1) Take care to protect my own safety and others.

2) Use safety equipment and clothing properly.

3) Cooperate with safety and health committee.

4) Cooperate with others regarding safety.



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Q: Are hazards identified before work starts?



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Q: Are hazards identified before work starts?

A: Yes. I either hear about the hazard from my supervisor, or I do a hazard assessment.



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Q: How are hazards reassessed as the job progresses?



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Q: How are hazards reassessed as the job progresses?

A: Usually by my supervisor or myself as I do the job.



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Q: Who is involved in doing hazard assessments?



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Q: Who is involved in doing hazard assessments?

A: I am, my supervisor or co-workers. Anyone who happens to be on my work site do hazard assessments.



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Q: How are you informed of potential hazards and controls?



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Q: How are you informed of potential hazards and controls?

A: Usually at toolbox, tailgate, staff meetings or by memo. Sometimes it is word-of-mouth. Hazards are also mentioned on the Work Order or Caretaking Services form.



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Q: Give me an example of a Safe Work Practice for Physical Plant?



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Q: Give me an example of a Safe Work Practice for Physical Plant?

A: “Incident Investigation”, “Asbestos Decontamination” and “Working Alone.”



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Q: Where can I find a copy of a Safe Work Practice for Physical Plant?



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Q: Where can I find a copy of a Safe Work Practice for Physical Plant?

A: In the Safety Manual located in my shop.



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Q: Have you or other workers been involved in the development of Safe Work Practices?



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Q: Have you or other workers been involved in the development of Safe Work Practices?

A: Yes. A worker may suggest and perhaps help write a Safe Work Practice.



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Q: Are there any specific Safe Job Procedures available for the jobs you do? Give an example.



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Q: Are there any specific Safe Job Procedures available for the jobs you do? Give an example.

A: Yes. Each shop has their own particular set of Safe Job Procedures. An example would be (here the interviewee gives an example of his or her own shop.)



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Q: Where can I find a copy of a Safe Job Procedure?



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Q: Where can I find a copy of a Safe Job Procedure?

A: In a binder in our shop.



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Q: Have you or other workers been involved in the development of Safe Job Procedures?



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Q: Have you or other workers been involved in the development of Safe Job Procedures?

A: Yes. A worker may suggest and perhaps help write a Safe Job Procedure.



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Q: Are Physical Plant rules posted or given out to all employees? Give an example.



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Q: Are Physical Plant rules posted or given out to all employees? Give an example.

A: Yes. An example is you must wear a seat belt in a moving vehicle.



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Q: What happens if someone breaks the company rules?



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Q: What happens if someone breaks the company rules?

A: The union contract is followed.



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Q: How were you made aware of the PPE requirements in Physical Plant?



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Q: How were you made aware of the PPE requirements in Physical Plant?

A: Usually by my supervisor. Sometimes by a co-worker.



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Q: Do you have access to basic PPE?



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Q: Do you have access to basic PPE?

A: Yes. Physical Plant employees have no trouble getting the PPE they need.



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Q: Is specialized PPE available to you if required?
Give an example.



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Q: Is specialized PPE available to you if required?
Give an example.

A: Yes. Eye and ear protection.



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Q: Do you get training on specialized PPE when needed? By who?



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Q: Do you get training on specialized PPE when needed? By who?

A: Yes. Usually by my supervisor. Or they bring in a sales rep.



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Q: Is there a system in place for removing broken or defective tools or equipment from service? What is it?



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Q: Is there a system in place for removing broken or defective tools or equipment from service? What is it?

A: Yes. My supervisor replaces it.



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Q: Who does the repairs or maintenance on equipment or tools?



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Q: Who does the repairs or maintenance on equipment or tools?

A: That depends. For example, if it is a vehicle, Physical Plant has its own mechanics. If it is Caretaking Services equipment, they have an employee who carries out repairs.



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Q: Generally speaking, how are tools/equipment maintained in Physical Plant?



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Q: Generally speaking, how are tools/equipment maintained in Physical Plant?

A: Through a work order system.



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Congratulations! You have completed the first half of this workshop.





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Q: Did you get an orientation when you started in the Physical Plant or when the safety program was introduced?



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Q: Did you get an orientation when you started in the Physical Plant or when the safety program was introduced?

A: Yes. The Training and Safety Coordinator gives a general Physical Plant Orientation. My supervisor gives a shop-specific orientation. We also receive the U of M Orientation, including Contractor Orientation, if applicable.



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Q: Do you get training on specific jobs when it is needed?



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Q: Do you get training on specific jobs when it is needed?

A: Yes. Usually by the supervisor or a co-worker.



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Q: How often does Physical Plant hold scheduled safety meetings? Who attends?



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Q: How often does Physical Plant hold scheduled safety meetings? Who attends?

A: Often. Many Work Units have shop meetings every two weeks. Others are monthly.



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Q: Are your comments and the comments of others invited and listened to?



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Q: Are your comments and the comments of others invited and listened to?

A: Yes.



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Q: Are you or any other employees involved in the inspection process?



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Q: Are you or any other employees involved in the inspection process?

A: Yes, both shop, grounds and building inspections.



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Q: Are all identified hazards corrected within a reasonable time?



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Q: Are all identified hazards corrected within a reasonable time?

A: Yes. Some are corrected immediately. Some require a safety work order and take a little longer. Some take a long time because of limited funding.



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Q: Are inspection results posted or discussed at safety meetings?



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Q: Are inspection results posted or discussed at safety meetings?

A: Yes. Inspections are posted on safety boards and / or discussed at shop meetings.



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Q: Are you aware of any process for incident investigations?



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Q: Are you aware of any process for incident investigations?

A: Yes. The first step is to inform my supervisor.



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Q: What is the process for reporting an incident?

A: I inform my supervisor immediately. If required I complete a 'green card.' There is usually an interview process and I get feedback on the results of the investigation.



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Q: Do you report near misses?



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Q: Do you report near misses?

A: Yes. It is a requirement.



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You are almost there.





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Q: After an incident, are recommended controls made in a timely manner?



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Q: After an incident, are recommended controls made in a timely manner?

A: Yes. Some are corrected immediately. Some take time. It depends upon how complex the solution is and funding requirements.



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Q: How are you made aware of the results of an incident investigation?



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Q: How are you made aware of the results of an incident investigation?

A: Usually discussed at toolbox / tailgate / staff meetings.



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Q: Have you been trained in emergency preparedness / response?



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Q: Have you been trained in emergency preparedness / response?

A: Yes. We have annual fire drills.



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Q: In the case of an emergency, how would you contact appropriate people?



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Q: In the case of an emergency, how would you contact appropriate people?

A: Either verbally or by radio or telephone. The U of M emergency number is 555.



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Q: Is anyone in Physical Plant trained in First Aid?



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Q: Is anyone in Physical Plant trained in First Aid?

A: Yes. The names are listed on the Safety Board.



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Q: Are there any copies of Legislation and Regulation in Physical Plant? Where?



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Q: Are there any copies of Legislation and Regulation in Physical Plant? Where?

A: Yes. Everyone gets a copy when they first arrive. It is given out at New Hire Orientation.



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Q: What are your Legislated rights and responsibilities?



Q: What are your Legislated rights and responsibilities?

A: 1) Right to be informed about hazards.

2) Right to participate.

3) Right to refuse work I think is dangerous.



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Q: Who is your Worker Safety Rep in Physical Plant?



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Q: Who is your Worker Safety Rep in Physical Plant?

A: (The employee will give the name.)



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Q: Who is involved in hazard identification, communication and control on your worksites?



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Q: Who is involved in hazard identification, communication and control on your worksites?

A: Usually by my supervisor, myself or co-worker.



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Q: Where can I find a copy of the Safety Committee minutes?



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Q: Where can I find a copy of the Safety Committee minutes?

A: On the Safety Board.



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Q: Have you received hearing protection training?



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Q: Have you received hearing protection training?

A: Yes. We are told how to wear the hearing protection and to respect the hearing protection sign if posted on a wall or door.



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Q: What is the procedure for working alone?



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Q: What is the procedure for Working Alone?

A: Each shop has their own. (At this point the employee describes the Working Alone procedure for his / her shop.)



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Q: What are the three basic components of WHMIS?



Q: What are the three basic components of WHMIS?

A: 1. Training.

2. Labeling.

3. Material Safety Data Sheet.



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Competency Check follows on the next slide

