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COR™ Audit Supervisor Questions

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Instructor

Workshop #000245

September 2009



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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.

The 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: What are your health and safety responsibilities at Physical Plant?



Q: What are your health and safety responsibilities at Physical Plant?

A: 1. Take all precautions necessary to protect workers.

2. Ensure workers work in a safe manner.

3. Ensure workers use proper PPE.



Q: What are your health and safety responsibilities at Physical Plant?

A: 4. Inform workers of risks / hazards.

5. Cooperate with others in health and safety.

6. Comply with the Act and Regulation.



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Q: In your words, what does Physical Plant safety directive say.



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Q: In your words, what does Physical Plant safety 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: Are hazards identified before work starts?



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Q: Are hazards identified before work starts?

A: Yes. I usually identify them at our morning meeting or point out the hazard on the work order.



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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: Either the worker, co-worker or I reassess hazards as the work progresses.



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Q: Where are safe work practices and safe job procedures kept?



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Q: Where are safe work practices and safe job procedures kept?

A: In the shop. Accessible to all workers.



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Q: Who is involved in the creation and review of safe job procedures?



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Q: Who is involved in the creation and review of safe job procedures?

A: I am. I usually involve a worker as well.



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Q: Are Physical Plant rules posted or given out to employees?



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Q: Are Physical Plant rules posted or given out to employees?

A: My workers are reminded that Physical Plant rules are in the Safety Manual, Chapter 5.



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Q: What happens if somebody breaks the Physical Plant rule?



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Q: What happens if somebody breaks the Physical Plant rule?

A: We follow the union agreement.



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Q: How are employees made aware of PPE requirements?



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Q: How are employees made aware of PPE requirements?

A: I usually remind them. Sometimes a co-worker reminds them. It is also listed in the manufacturer's literature.



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Q: How do you ensure specialized PPE is available to workers?



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Q: How do you ensure specialized PPE is available to workers?

A: By reviewing the requirements of the job.



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Q: How do you determine what PPE is required?



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Q: How do you determine what PPE is required?

A: Past experience. It is also listed in the manufacturer's literature.



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Q: Who is responsible to ensure tool and equipment maintenance meets manufactures' and regulatory requirements?



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Q: Who is responsible to ensure tool and equipment maintenance meets manufactures' and regulatory requirements?

A: I am. So is the Assistant Director and Training and Safety Coordinator.



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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 there is. I replace it, as required.



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Q: Does each employee receive a new hire orientation? At each site?



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Q: Does each employee receive a new hire orientation? At each site?

A: Yes. All receive a general safety orientation by the training and safety coordinator and shop specific by myself.



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Q: Do employees get training for specific jobs? Who conducts the training?



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Q: Do employees get training for specific jobs? Who conducts the training?

A: Yes. The training takes place by myself, a co-worker or sales rep.



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Q: Do you verify employee training or competency for assigned tasks? How?



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Q: Do you verify employee training or competency for assigned tasks? How?

A: Yes. By observation and / or a competency check.



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Q: Have you had any training in workplace inspections and your safety and health responsibilities?



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Q: Have you had any training in workplace inspections and your safety and health responsibilities?

A: Yes. The Training and Safety Coordinator has an on-line workshop.



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Q: Was there a test involved to measure knowledge?



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Q: Was there a test involved to measure knowledge?

A: Yes. Most of the workshops have a competency check.



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Q: How often does senior management attend health and safety meetings?

A: Periodically.



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Q: How often do you conduct inspections?

A: Monthly for shop inspections.



Q: Are all identified deficiencies 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: Is senior management kept current on inspection results?



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Q: Is senior management kept current on inspection results?

A: Yes. The Assistant Director signs them off.



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Q: How are inspection results communicated to employees?



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Q: How are inspection results communicated to employees?

A: They are mentioned at the toolbox / tailgate / staff meeting. They are also posted on the Safety Board.



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Q: What is the process for incident investigations?
(Minor vs. Serious Investigations)



Q: What is the process for incident investigations?
(Minor vs. Serious Investigations)

A: The first thing is that the worker informs his / her supervisor. Then, depending on the seriousness, decides how lengthy the investigation is. We have a Safe Job Procedure on the process.



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Q: Have you been trained in doing investigations?



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Q: Have you been trained in doing investigations?

A: (The individual getting interviewed gives his / her answer.)



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Q: Are near misses recorded?



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Q: Are near misses recorded?

A: Yes.



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Q: Are recommendations / controls made in a timely manner?



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Q: Are recommendations / 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 the results of investigations communicated to workers?



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Q: How are the results of investigations communicated to workers?

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



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Q: Describe your role and responsibilities in respect to emergency preparedness?



Q: Describe your role and responsibilities in respect to emergency preparedness?

A: It depends upon the situation. We have guidelines. Generally speaking though, I ensure that my staff are accounted for at the muster or assembly point outside of the building.



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Q: During an emergency, how would you contact appropriate personnel?



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Q: During an emergency, how would you contact appropriate personnel?

A: Contact is usually made by radio or cell phone.



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Q: Are the required number of first aiders on this jobsite?



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Q: Are the required number of first aiders on this jobsite?

A: Yes. Their names are posted on the Safety Board.



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Q: If someone gets injured how would you transport them to a medical facility?



Q: If someone gets injured how would you transport them to a medical facility?

A: We have a Safe Job Procedure that details to process. We are allowed to use a personal or U of M vehicle. If it is serious we call security services and request an ambulance.



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Q: Describe how you communicate and implement your audit corrective action plan?



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Q: Describe how you communicate and implement your audit corrective action plan?

A: Post it on the Safety Board and have it as an agenda item for toolbox / tailgate / staff meetings.



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Q: How does Legislation affect your job planning?



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Q: How does Legislation affect your job planning?

A: The Act and Regulation is on my desk. I refer to it often during the day.



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Q: What types of incidents need to be reported? To
Who?



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Q: What types of incidents need to be reported? To Who?

A: All incidents and near misses get reported. I inform my supervisor.



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Q: Name the three main components of WHMIS?



Q: Name the three main components of WHMIS?

A:

1. Standardized Labels
2. Material Safety Data Sheets
3. Education



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Q: What is the procedure for checking operator training and certification?



Q: What is the procedure for checking operator training and certification?

A: For a Physical Plant employee we have a Training and Safety Database that lists all employees, mandatory workshops and certificate expiry dates.

For a contractor, we have a “Crane Operator Requirement and Logbook”



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Q: What are your responsibilities with respect to prime contractor?



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Q: What are your responsibilities with respect to prime contractor?

A: Ensuring that everyone is meeting their safety and health obligations.



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Competency Check

