

Employee Interview Checklist

July 2009

- Purpose of interview
 - part of every inspection is to talk to employees
 - EEs have a right to speak with Cal/OSHA without fear of reprisal
 - Give business card and flyers/phone card
- Length of time worked at the site; and with the employer
- Current job title and any previous job titles
- Current job tasks – what do you do all day?
 - what specific operations done
 - what specific tools and equipment used
 - what machines operated
 - what chemicals used
- Same info for previous job tasks – only if relevant
- What exposures do you regularly have?
 - exposure to chemicals
 - exposure to noise
 - exposure to machine hazards
 - exposure to repetitive motions
- Any notable **non-routine** tasks and exposures
- what PPE is provided by the employer
 - any problems getting new PPE when needed
 - if respirator – type; cartridges used/changed out; medical eval; fit-test; last use; where stored
- what training have you received from the employer
 - specific topics and training triggered by EE exposures
 - last training date and subject matter
- Have you been injured on the job in the last year or so
 - have any co-workers been injured in the last year – names, injuries, dates
 - any areas of the plant or operations with more injuries than others
- Any concerns or worries about safety on the job?
- Name, address and telephone number