**Note: This workbook is provided as one optional method of collecting data for the WPAC Combustible Dust Audit. In case of discrepancy between this document and the official audit tool, the official audit tool shall prevail.**

## Interviews

As part of the audit process, auditors will conduct interviews with a cross section of employees. In general, the senior management team will be interviewed, along with a mix of supervisors, charge hands, equipment operators, labourers, senior/long term employees, new/young workers, maintenance employees and contractors. The actual number of persons interviewed will be at the discretion of the auditor, but the interview process is intended to provide a representative assessment of employee knowledge of the facility’s wood dust control program and the hazards associated with combustible wood dust. Some of these interviews will be informal discussions with employees on the facility operating floor.

# Audit Questions and Guidelines

|  |
| --- |
| Program  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.2B | Has an annual audit been performed in the last calendar year? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  | **0,5** | **0-5** | **/10** |
| **I –** Award up to 5 points based on the % of interviews with Managers and Supervisors confirming that an audit took place during the past calendar year.Potential interview script:Explain the program review process? What was the date of the last review? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.3A | Has the Facility identified areas of responsibility and those personnel who are accountable for the safe management of combustible wood dust at the Facility? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  | **0-8** | **0-10** | **/18** |
| **I-** Interview employees (Managers, Supervisors and Workers) to determine their responsibilities as related to combustible wood dust management. Topics should include but are not necessarily limited to:Program Administration, Reviews, Maintenance & Management of ChangeMaintenance Supervision and contractor supervisionOrientationERPsInspectionsClean upPM (Mechanical, Electrical)Award up to 10 points based on the % positive responses.Potential Interview scriptQ – Explain your responsibilities for the management of combustible wood dust hazards? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.5 | Does the facility have an incident investigation process? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  | **0-10** | **0-10** | **/20** |
| I - Interview supervisors for their understanding of and competence at investigating. 10 pointsPotential interview scriptCan you describe when you need to investigate something? What makes a good investigation? |
| Audit Note:  |
|  |

|  |
| --- |
| Education/Training/Communication  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.1 | Do the indoctrination, education and training programs include information on Combustible Wood Dust? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
| **0-10** | **0-5** | **0-5** | **/20** |
| **I-** Interview employees (Managers, Supervisors and Workers) to determine their level of understanding of the characteristics of combustible wood dust.Potential Interview Script: What are the characteristics of combustible wood dust?  |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.2 | Do the indoctrination, education and training programs include identification of Combustible Wood Dust? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  | **0,1** | **0-9** | **/10** |
| **I -** Interview employees (Senior Managers, Managers, Supervisors and Workers) to confirm that they understand the threshold for combustible wood dust (average 1/8” over 5% of the enclosed area). 9 pointsPossible Interview Script:Explain to me the threshold for combustible wood dust? At what amounts is combustible wood dust a hazard? Explain the Right to Refuse Unsafe Work process? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.3 | Do the indoctrination, education and training programs include control of Combustible Wood Dust? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  | **0-5** | **0-5** | **/10** |
| **I-** Interview employees (Managers, Supervisors and Workers) to determine if they know how to control combustible wood dust hazards.Potential Interview Script:How do you control combustible wood dust hazards during regular operations and cleanup activities? What is the air line pressure set at? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.4 | Do the indoctrination, education and training programs include information on ignition sources? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  | **0,1** | **0-4** | **/5** |
| **I-** Interview employees (Managers, Supervisors and Workers) to confirm that they know what the ignition sources are in their areas of responsibility. 4 pointsPotential Interview Script:Can you explain the ignition sources in your work area? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.5 | Do the indoctrination, education and training programs include information on Emergency Response related to Combustible Wood Dust? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  | **0,1** | **0-4** | **/5** |
| Interview employees (Managers, Supervisors and Workers) to confirm that firefighting procedures include combustible wood dust hazards. 4 pointsPotential Interview Script:Was combustible wood dust hazards reviewed or included in your emergency response procedures or drills? What are the procedures you follow? How do you fight a fire in sawdust? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.6 | Do the indoctrination, education and training programs include information on reporting fires and/or electrical and gas incidents? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  | **0,1** | **0-4** | **/5** |
|  **I-** Interview workers to determine if they know how to report fires and/or electrical incidents. 4 points Potential Interview Script:How do you report fires and electrical emergencies? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.7 | Do the indoctrination, education and training programs include providing contractors with information on Combustible Wood Dust? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  | **0-5** | **0-5** | **/10** |
| **I-** Interview contractors to determine if they received information on combustible wood dust hazards during their orientation**.** 5 points**I –** Interview supervisors (only if contractors are not available) to explain the orientation process for contractors. 5 points, but only if no contractors were availablePotential Interview Script:Explain the combustible wood dust hazards for this operation? Did you receive this information during your orientation? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.8 | Do the indoctrination, education and training programs include Raw Material Inventory management? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  | **0,1** | **0-9** | **/10** |
| I- Are applicable supervisors able to explain how they are ensuring piles are rotated regularly and managed on a FIFO (First In, First Out) basis for piles of the same type of material while keeping within any limits on raw material location, volume or cover. It is recognized that blending (species, moisture or other parameters) recipes may draw down piles of some materials faster than others. 4 points.This question is not applicable if there are no stock piles.I- Interview operators of mobile equipment used for fibre handling to confirm daily inspection or cleaning. The inspection must specifically include cleanliness. Mobile operators should be able to confirm regular cleaning throughout the shift. 5 pointsPotential Interview Script:How do you determine what raw material is fed into the system? Explain the inventory management system and how it works? Can you explain your pre-trip / Pre-use / Pre-shift procedures? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.9 | Do the indoctrination, education and training programs include foreign material removal | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  |  | **0-10** | **/10** |
| I- Can all qualified operators describe how the metal and other foreign materials is removed from the process stream, including the method and frequency of inspection of the separation equipment and the use and calibration of metal detectors if metal detectors are present. 10 pointsPotential Interview ScriptHow is metal removed from the process? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.10 | Do the indoctrination, education and training programs include fire detection and suppression equipment maintenance? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  |  | **0-10** | **/10** |
| I- Can all qualified operators state that they have received training related to internal inspections of abort gates, backdraft dampers, spark detection, deluge systems (based on manufacturer specs as a minimum) Up to 10 points based on % positivePotential Interview Script:How do you inspect (abort gates, dampers, spark detection, deluge systems as applicable? How often do you do it? |
| Audit Note:  |
|  |

|  |
| --- |
| Hazard and Risk Assessment Process  |

No Interviews in this section.

|  |
| --- |
| Controls |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.2 | Has the facility implemented housekeeping controls for combustible wood dust hazards? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
| **0-10** | **0-10** | **0-10** | **/30** |
|

|  |
| --- |
| **I-** Interview employees (Managers, Supervisors and Workers) to determine if housekeeping controls have been implemented. 0-10 points based on % positivePotential Interview Script:What housekeeping procedures are in place to control combustible wood dust hazards? |

 |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.8 | **Are bag houses and / or cyclones managed effectively?** | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
| **0-7** | **0-2** | **0,1** | **/10** |
| I – If at least 70% of interviewed qualified maintenance staff / contractors support the frequency of PM’s and maintenance, award 1 pointPotential Interview ScriptCan you explain how the bag house bags are inspected and maintained? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.17 | **Is the fibre drying system managed effectively?** | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
| **0-10** | **0-5** | **0-5** | **/20** |
| Interview with operator: Describe programming failsafes built into the operating software (max temp threshold, sparks, pressures, etc.) and fibre drying cleaning.Potential Interview ScriptHow often is the fibre drying ductwork cleaned? |
| Audit Note:  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.20 | Do critical processes have an automatic sequential shut down? | **O** | **D** | **I** | **Total** |
|  |  |  | **0** |
|  |  | **0-10** | **/10** |
| I - Do all interviewed qualified operators correctly describe the automatic sequential shut down of process equipment and activation of audible and visual alarms. Potential Interview ScriptExplain how the automatic shutdown process works for the equipment)? |
| Audit Note:  |
|  |

1. **Minimum Interview Table**

The minimum number of interviews required for an audit is based on the annual monthly peak value for staff count in the 12 months before the audit. The staff count is equal to the total number of personnel in the company, including owners, management, supervisors, field personnel, office personnel, shop personnel and the total staff of dependent contractors. This applies whether they are permanent or temporary and counts each unique person rather than as full time equivalents. Two people each working half time count as 2 (not 1) staff.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Staff** | **Minimum Interviews** |  | **Total Staff** | **Minimum Interviews** |  | **Total Staff** | **Minimum Interviews** |
| <5 | all |  | 234-240 | 35 |  | 560 | 66 |
| 5 | 4 |  | 241-249 | 36 |  | 561-570 | 67 |
| 6-7 | 5 |  | 250-299 | 37 |  | 571-580 | 68 |
| 8 | 6 |  | 300-302 | 38 |  | 581-595 | 69 |
| 9 | 7 |  | 303-309 | 39 |  | 596-605 | 70 |
| 10-11 | 8 |  | 310-312 | 40 |  | 606-615 | 71 |
| 12-14 | 9 |  | 313-315 | 41 |  | 616-625 | 72 |
| 15-16 | 10 |  | 316-320 | 42 |  | 626-638 | 73 |
| 16-17 | 11 |  | 321-325 | 43 |  | 639-645 | 74 |
| 18-20 | 12 |  | 326-329 | 44 |  | 646-655 | 75 |
| 21-24 | 13 |  | 330-332 | 45 |  | 656-665 | 76 |
| 25-27 | 14 |  | 333-335 | 46 |  | 666-678 | 77 |
| 28-30 | 15 |  | 336-338 | 47 |  | 679-689 | 78 |
| 31-36 | 16 |  | 339-341 | 48 |  | 690-699 | 79 |
| 37-44 | 17 |  | 342-348 | 49 |  | 700-705 | 80 |
| 45-49 | 18 |  | 349-354 | 50 |  | 706-719 | 81 |
| 50-64 | 19 |  | 355-359 | 51 |  | 720-729 | 82 |
| 65-74 | 20 |  | 360-364 | 52 |  | 730-740 | 83 |
| 75-88 | 21 |  | 365-369 | 53 |  | 741-749 | 84 |
| 89-99 | 22 |  | 370-374 | 54 |  | 750-790 | 85 |
| 100-120 | 23 |  | 375-379 | 55 |  | 791-840 | 86 |
| 121-149 | 24 |  | 380-389 | 56 |  | 841-959 | 87 |
| 150-199 | 25 |  | 390-399 | 57 |  | 960-1000 | 88 |
| 200-204 | 26 |  | 400-475 | 58 |  | 1001-1499 | 89 |
| 205-209 | 27 |  | 476-499 | 59 |  | 1500-1800 | 90 |
| 210-212 | 28 |  | 500-509 | 60 |  | 1801-2500 | 91 |
| 213-214 | 29 |  | 510-519 | 61 |  | 2501-4000 | 92 |
| 215-220 | 30 |  | 520-529 | 62 |  | 4001-4999 | 93 |
| 221-222 | 31 |  | 530-539 | 63 |  | 5000-9999 | 94 |
| 223-226 | 32 |  | 540-549 | 64 |  | 10000-24999 | 95 |
| 227-230 | 33 |  | 550-559 | 65 |  | 25000+ | 96 |
| 231-233 | 34 |  |  |  |  |  |  |