Human Resources Safety Interview
Questions for the Hiring Process

Safe work practice is as important as all other aspects of an employee’s job performance. When interviewing employees for a position within your facility, some key discussion points should be included to better understand their safe work practices.

Prior to asking these safety questions, you should inform them of the high importance your facility places on safety. Let them know that to work at your facility, it is expected they conduct work with safety being a top priority for themselves and the people they work with. Sharing this information before asking the safety questions/scenarios will help them better understand why you are doing so.

Here are some examples of questions/scenarios to assist you in gathering information related to safety.

- When you hear the term “workplace safety”, what does that mean to you?

- In many situations, employees are required to wear or use protective equipment (i.e. gloves, safety glasses, lifts, gait belts, etc.), and may find it uncomfortable, cumbersome, or inconvenient to wear or use. Tell me about a time this was true for you. (NOTE: Make sure you find out what the equipment was, why the person did or didn’t wear the equipment, and the factors that contributed to the decision.)

- Safety is not a one-person job. Give me an example of a time you were able to improve safety only because you chose to involve others in making the improvement.

- Tell me about the most challenging safety issue you have had to deal with. What, specifically, made it challenging?

- Describe a time when you identified a potential safety issue and addressed it before it occurred.

- Tell me about a way you have made your workplace a safer place to work.

- Give me some examples of safety procedures that are/were part of your job at __________. How did they affect the work you did? Give me a specific example.

- In your previous jobs, did you notice any process or task that was being done unsafely (process/equipment/coworker)? How did you come to notice it? What did you do?

- Give me some examples of when you set up or recommended safety standards for your work group or organization. What was your role? What was the result?

- With what kind of safety equipment have you worked with? What procedures did you follow when using?

- Have you trained others to use safety equipment or procedures? Give me some specific examples.

- Accidents happen. What kind, if any, workplace accidents have you been involved in? (Look for cause)
• Give me an example of a time when you had to confront someone who violated a safety procedure/regulation.

• Provide a specific safety related scenario that is common in your workplace and ask how they would handle it.

In a health care setting, for example:
If it is documented that a patient/client is transferred with a gait belt, but they are ill and not able to bear weight, but you still need to get them up, explain how you would handle this situation.

• On a scale from 1 - 5 with “1” being “very safe” and “5” being “high risk for injury”: How safe/free of injury do you feel being a (fill in position they are applying for) is and why?

• Give an example of recognizing an unsafe situation in the workplace, either of yourself or that involved others, and what you did, if anything, to prevent an injury from occurring.

• If you were asked to perform a job task that you felt was unsafe, but it was stated to you “that is how it has always been done”, how would you handle this? For example – A light bulb needs to be changed and a co-worker gives you a chair to stand on to change the light bulb.