

Process - general (For more about this, see Parts B and H.)

Item	Yes	No	D/K	N/I	N/A	Specifics to follow up or inform discussion
1. Do committee members agree on the basic goals and purposes of the committee?						
2. Does the committee have "ground rules" about the process they use for meetings and other activities?						
3. Do committee members feel free to express themselves honestly and directly during committee meetings?						
4. Are conflicting opinions and points of view treated with respect? (See CP.9)						
5. Do committee members learn from one another?						
6. Does the committee work through problems in a systematic, logical way? (See CP.17)						
a) Do members clearly define the problem and its root causes (what, who, when, where and how) before considering solutions? (See CP.16)						
b) Does the committee usually use techniques like brain storming to generate creative ideas?						
c) Does the committee often use flipcharts or white boards to display key points for everyone to see?						
d) Does the committee look at a variety of possible solutions to problems before selecting the best solution(s)?						
e) Does the committee base selection of priority problems and/or solutions on clearly stated criteria?(See CP.6A)						
7. Do the co-chairs work well together to facilitate discussions? (See CP.4)						
8. Do committee members attend most meetings?						
9. Do committee members have alternates in case they cannot attend a regularly- scheduled meeting?						
10. Does the committee pay enough attention to the social or human relations aspects of group work?						
11. Do all committee members have an opportunity to contribute to the agenda?						
12. Does the committee monitor its own use of time against the agenda during meetings?						
13. Is the whole committee actively involved in all major workplace health and safety activities?						
14. Do committee members have adequate time and resources (e.g. office space, photocopying, clerical support) to carry out their responsibilities?						
15. Are all committee members paid for all the time it takes to carry out their responsibilities, including preparation time?						
16. Does the committee meet at least every 3 months?						
17. Does the committee call special meetings when necessary?						



Process - general

cont'd

Item	Yes	No	D/K	N/I	N/A	Specifics to follow up or inform discussion
18. Does the committee have an orientation session for new members? For new employees? (See CP.14)						
19. Do all committee members get training about their roles, responsibilities and the practicalities of their committee activities?						
20. Do committee members get follow-up training regularly and when new laws or workplace "rules" are introduced?						
21. Does the committee regularly evaluate its work and processes? (with outside help?)						

Process - specific duties

Item	Yes	No	D/K	N/I	N/A	Specifics to follow up or inform discussion
1. Does the committee solicit (e.g. survey), receive and deal with complaints or concerns from employees?						
2. Does the committee protect the anonymity of complainants who request it and the confidentiality of all those whose situations they discuss or review?						
3. Does the committee report back to people who bring issues to the committee about what has been done?						
4. Does the committee participate in identifying all six categories of hazards found in the workplace? (See SH.2)						
5. Does the committee tell all workers when tasks or work are found to be dangerous (unsafe or unhealthy)?						
6. Does the committee develop and promote prevention measures to deal with all types of hazards? (See SH.13 and SH.2)						
7. Does the committee check the effectiveness of all prevention measures?						
8. Does the committee review new equipment, tools, materials, work stations or processes before they are introduced, and make recommendations based on anticipated or known health and safety hazards?						
9. Does the employer work with the committee to develop and review the workplace health and safety program required by the Act?						



Process - specific duties

cont'd

Item	Yes	No	D/K	N/I	N/A	Specifics to follow up or inform discussion
10. Does the committee develop and promote programs to educate and provide information about health and safety, particularly WHMIS?						
11. Does the committee always make recommendations to the employer, based on their discussions about each issue on their plate? (See CP.15)						
12. Does the committee inspect the workplace regularly? (See SH.3, 4 and 5)						
13. Do committee members participate in all incident and dangerous occurrence investigations? (See SH.11)						
14. Does the worker co-chair or a designated replacement always go with safety and health officers (SHOs/inspectors) who come to do inspections or investigations?						
15. Does the employer co-chair or a designated replacement also go on inspections with SHOs?						
16. Are both co-chairs or their designated representatives present when SHOs present their decisions/reports?						
17. Do committee members know about their roles in refusals and follow these "rules"? (See L.2)						
18. Does the committee keep records about complaints and how they deal with them, as well as other things they do?						
19. Does the committee regularly use incident, investigation and workplace inspection reports, first aid records and health and safety statistics to inform and support decisions? (See CP.10.)						
20. Does the committee receive monthly, cumulative quarterly and cumulative annual health and safety statistics?						
21. Does the committee review the program, WHMIS training, the inventory, etc. regularly, and at least as often as legally required?						



Results

Item	Yes	No	D/K	N/I	N/A	Specifics to follow up or inform discussion
1. Does the committee inspect for and deal with all types of hazards (See SH.2), specifically:						
a) safety/mechanical?						
b) chemical and mineral?						
c) physical (from energy sources)?						
d) communicable/biological?						
e) ergonomic design?						
f) stressors/work organization?						
2. Are there effective programs about:						
a) WHMIS?						
b) ergonomics?						
c) violence prevention?						
d) dealing with all other hazard categories?						
i) safety/mechanical?						
ii) chemicals and minerals?						
iii) physical?						
iv) communicable/biological?						
v) other stressors/work organization hazards?						
f) toxics use reduction (buying, using and producing fewer and less toxic substances)?						
g) other prevention activities?						
h) return-to-work?						
i) accommodating disabled employees?						
j) tying together all the programs in an overall document and setting out general policy and responsibilities?						
3. What systems are there to:						
a) collect, analyse and use illness, injury and near-miss data?						
b) collect, analyse and use hazard information?						
c) collect, analyse and use information collected during inspections, investigations, audits, etc.?						
4. Is the committee:						
a) included in all these tracking and analysing systems?						
b) all involved in worksite inspections, incident investigations and related follow-up?						
c) able to influence the planning of new processes, procedures and health and safety systems?						
d) able to influence the purchase of new equipment, chemicals, tools, and other materials?						
e) successfully identifying and prioritizing significant hazards and problems (in all six categories)?						
f) unable to address some issues well?						
g) leaving issues unresolved?						
h) using the provisions of the Act and regulations to aid decisions and recommendations?						



Results cont'd

Item	Yes	No	D/K	N/I	N/A	Specifics to follow up or inform discussion
i) making clear, specific recommendations to address hazards and other health and safety issues?						
j) regularly tracking how their decisions and recommendations are dealt with?						
k) auditing investigations and related activities in which it is not directly involved?						
l) regularly evaluating its work?						
5. Has the employer provided written responses to committee recommendations within the 30-day time limit?						
6. Does the employer consistently implement committee recommendations?						
7. Do employees perceive that the committee is performing a useful function?						
8. Has the number of complaints or concerns coming to the committee decreased?						
9. Has the number of injuries or occupational illnesses or diseases gone down?						

What are three things your committee is doing well?

- 1.
- 2.
- 3.

List the top three (3) improvements your committee should make in the next year.

- 1.
- 2.
- 3.

