



Workplace safety and health committee self-evaluation - A quick check

- | Yes | No | Don't know | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Committee structure</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has written terms of reference. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There are 4 to 12 committee members, at least half representing workers. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Co-chairs share chairing of meetings equally. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Names and work locations of members and alternates are posted on the committee's bulletin board. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Each member has at least two days of training per year. |

- | Yes | No | Don't know | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Meetings</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meet at least once every three months or preferably once a month. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Co-chairs prepare and distribute agendas at least three days in advance, to allow members to prepare. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Co-chairs rotate chairing of meetings (i.e. they take turns). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Review minutes to make sure that people have done what they were assigned to do, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Review and discuss inspection reports. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Review and discuss investigation reports. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide enough time to complete agenda items, including new issues. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Within one week of the meeting, distribute minutes to committee and send a copy to the Workplace Safety and Health Division. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Post minutes in a "prominent" place within a week and leave them up for at least a month after the next meeting. |

- | Yes | No | Don't know | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Duties and functions</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identifies health and safety concerns and recommends action. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Considers worker concerns and acts quickly. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Advises employer about the workplace program and monitors its effectiveness. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Advises employer about education activities and monitors their effectiveness. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assigns representatives to specific areas of the workplace to inspect. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assigns representatives to participate in investigations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ensures inspections are done regularly and investigations are done when needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Asks for and gets information about testing of equipment or hazards, inspections, investigations, and reports about health and safety monitoring or audits. |



Yes	No	Don't know	<u>Committee recommendations</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Committee writes direct, do-able and complete recommendations to the employer, when required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Committee members know that they may call in the Workplace Safety and Health Division if the committee cannot reach agreement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Committee members are prepared to call the Workplace Safety and Health Division if the employer rejects recommendations or does not reply within

30 days.

Scoring

Score four points for each Yes.

Less than 36	Immediate action should be taken. The committee is not effective.
37 to 60	Some committee activities exist, but planning and organization is required.
61 to 83	Committee is active but needs some improvement.
84	Committee meets recommended minimum compliance with legal requirements.
85 to 100	Committee meets or exceeds compliance with legal requirements.

Action plan

Use the checklist to create an action plan about what the committee needs to improve. Set target dates and, if appropriate, the committee members responsible. Review it regularly.

For a more detailed evaluation of committee effectiveness, use the form *Workplace Safety and Health Committee self-evaluation - How effective are we?* (CP.20B)

Adapted from the form in the Hospital Employees Union's *Health and safety manual for stewards serving on joint OH&S committees*, published in 2004 (see <http://www.heu.org>, under for members> special reports). The HEU material is based on a more detailed document prepared by the British Columbia WCB, available in http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/jointoch.pdf.

