

Sample joint health and safety self-assessment checklist

Committee Name: _____ Location: _____

Completed By: _____ Date: _____

The Joint Health and Safety Committee can conduct a self-assessment to see if the committee is set up and functioning as required (e.g. as part of an annual OH&S program review). The self-assessment process is made up of three parts:

- **Self-Assessment Checklist** – identify items that make the committee compliant and effective
- **Action Plan** – identify items that need attention
- **Scoring Sheet** (Optional) – measure and compare the committee’s performance over time

Self-Assessment Checklist – Directions

Answer each statement by checking yes or no.

| Item | Status |
|---|---|
| Terms of Reference | |
| <p>1. Committee has written Terms of Reference that establish the committee’s rules of procedure. Terms of Reference should include information on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of health and safety committee <input type="checkbox"/> Constituency <input type="checkbox"/> Statement of committee purpose <input type="checkbox"/> Duties and functions <input type="checkbox"/> Records <input type="checkbox"/> Meetings <input type="checkbox"/> Agendas and Meeting Reports <input type="checkbox"/> Composition <input type="checkbox"/> Co-chairs <input type="checkbox"/> Terms of Office <input type="checkbox"/> Assistance in Resolving Disagreements <input type="checkbox"/> Amendments | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

Sample Joint Health and Safety Self-Assessment Checklist (continued)

| Item | Status |
|--|--|
| Membership | |
| 1. There are a minimum of 4 members, worker and employer representatives from and representing the workplace. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. At least 50% of members are worker representatives. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Worker representatives have selected 1 co-chair. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Employer representatives have selected 1 co-chair. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Names and work locations of committee members and alternates are posted. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Duties and Functions | |
| 6. Identify unhealthy or unsafe workplace situations and advise on effective systems for responding to those situations. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Consider and quickly deal with complaints relating to the health and safety of workers. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Consult with workers and employer on issues related to OH&S and work environment. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Advise employer on workplace programs and policies required under the OH&S Regulation and monitor their effectiveness. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Advise employer on proposed changes to the workplace or work processes that may affect the health or safety of workers. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. Make recommendations to the employer on educational programs promoting health and safety of workers and compliance with the OH&S Regulation, and monitor program(s) effectiveness. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Ensure accident investigations and regular inspections are carried out as required. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13. Assign representatives to participate in inspections as required. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 14. Assign representatives to participate in accident investigations as required. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15. Assign representatives to participate in inquiries as required | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Meeting Activities | |
| 16. Meet regularly at least once each month. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 17. Use OH&S Regulation and standards as guidance for issues discussed. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 18. Consider employee OH&S suggestions. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19. Review and comment on inspection reports. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 20. Review and comment on reports of accidents, incidents and industrial disease. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 21. Confirm for each action item in reports that an individual was assigned, a deadline for completion was set, and follow-up was done to make sure action items were completed. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 22. Prepare a report for each meeting. Provide a copy to the employer. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Sample Joint Health and Safety Self-Assessment Checklist (continued)

| Item | Status |
|--|--|
| Committee Recommendations | |
| 1. Write recommendations that are: <ul style="list-style-type: none"> <input type="checkbox"/> Directly related to health and safety <input type="checkbox"/> Doable (reasonably capable of being done) <input type="checkbox"/> Complete (clearly described so the employer does not need more information to make a decision) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Send recommendation(s) to the employer asking for a written response within 21 calendar days. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other Activities | |
| 3. Attend OH&S training courses. Education and training should total 8 hours annually for each member. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Co-chairs are aware they may report to WorkSafeBC if the committee is unable to reach agreement on a matter relating to the health or safety of workers. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Co-chairs are aware they may report to WorkSafeBC if the employer does not accept the committee's recommendations or if the committee is not satisfied with employer's explanation for a delayed response to recommendations. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Reports of 3 most recent meetings are posted. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Monthly meeting reports (kept for at least 2 years from date of meeting) are readily accessible to Joint Health and Safety Committee members, workers and WorkSafeBC. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Sample Joint Health and Safety Self-Assessment Checklist (continued)

Action Plan - Directions

- Identify which checklist item(s) need follow-up.
- Explain what needs to be done, and identify the person responsible and the recommended date of completion.
- Track action items that have been completed. As each action has been completed, check the 'completed' box.

| Item # | Action required | Action by (person) | Target date | Completed |
|--------|-----------------|--------------------|-------------|--------------------------|
| | | | | <input type="checkbox"/> |
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(Optional) Scoring Sheet - Directions

- Fill out the Self-Assessment Checklist.
- For every 'Yes', give the assigned score listed in column A.
- For every 'No', give a score of zero (0) in column B.
- Add up the total of column A and B. This will give you an Initial Score for your committee's performance.
- After completing the Action Plan for column B items, give the improved score listed in Column C.
- Take the best score of A or C for each item, and list it in Column D.
- Add up the total of Column D. This will give you a Score After Action Plan for your committee's performance.

Sample Joint Health and Safety Self-Assessment Checklist (continued)

| Item | A. Yes | | B. No | | C. Corrected using Action Plan | | D. Score after using the Action Plan (best score from A or C). | |
|-------------------------------------|--------|-------|-----------------|-------|---|-------|--|--|
| | | Score | | Score | | Score | | |
| 1. | 3 | | 0 | | 3 | | | |
| 2. | 3 | | 0 | | 3 | | | |
| 3. | 3 | | 0 | | 3 | | | |
| 4. | 3 | | 0 | | 3 | | | |
| 5. | 3 | | 0 | | 3 | | | |
| 6. | 3 | | 0 | | 3 | | | |
| 7. | 3 | | 0 | | 3 | | | |
| 8. | 3 | | 0 | | 3 | | | |
| 9. | 3 | | 0 | | 3 | | | |
| 10. | 3 | | 0 | | 3 | | | |
| 11. | 3 | | 0 | | 3 | | | |
| 12. | 3 | | 0 | | 3 | | | |
| 13. | 3 | | 0 | | 3 | | | |
| 14. | 3 | | 0 | | 3 | | | |
| 15. | 3 | | 0 | | 3 | | | |
| 16. | 3 | | 0 | | 3 | | | |
| Total A: | | | Total B: | | | | | |
| Initial Score (Total A + B): | | | | | Score After Action Plan (Total D): | | | |

| Score | Performance* |
|--------------|---|
| Less than 35 | Immediate action should be taken. An effective Joint Health and Safety Committee is not in place. |
| 35 to 59 | Some safety and health activities exist but better planning and organization is required. |
| 60 to 84 | Joint Health and Safety Committee is active and underway but needs fine tuning. |
| 85 | Joint Health and Safety Committee meets recommended minimum compliance level. |
| 86 to 100 | Joint Health and Safety Committee exceeds minimum compliance level. |

* Note performance scores are only a guideline. Other factors to consider include health and safety performance in the workplace, compliance with *Workers Compensation Act* and OH&S Regulation, degree of hazard associated with violations, etc.

How to Set Up a Joint Health and Safety Committee

This checklist identifies the steps employers should follow to set up a compliant committee.

| Activity | Completion date | Assigned to | Check when done |
|--|-----------------|-------------|--------------------------|
| <p>Draft Committee Terms of Reference</p> <p>Terms of Reference should include information on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of health and safety committee <input type="checkbox"/> Constituency <input type="checkbox"/> Statement of committee purpose <input type="checkbox"/> Duties and functions <input type="checkbox"/> Records <input type="checkbox"/> Meetings <input type="checkbox"/> Agendas and Meeting Reports <input type="checkbox"/> Composition <input type="checkbox"/> Co-chairs <input type="checkbox"/> Terms of Office <input type="checkbox"/> Assistance in Resolving Disagreements <input type="checkbox"/> Amendments <p><i>See Example Terms of Reference</i></p> | | | <input type="checkbox"/> |
| <p>Determine Number of Committee Members</p> <ul style="list-style-type: none"> <input type="checkbox"/> minimum = 4 members <input type="checkbox"/> at least 50% of members must be worker representatives <p>Factors to consider include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> efficiency <input type="checkbox"/> number of employees <input type="checkbox"/> degree of hazard in the workplace <input type="checkbox"/> number of places of employment <input type="checkbox"/> number of unions or worker groups <input type="checkbox"/> need to represent different shifts/departments | | | <input type="checkbox"/> |

How to Set Up a Joint Health and Safety Committee (continued)

| Activity | Completion date | Assigned to | Check when done |
|---|-----------------|-------------|--------------------------|
| <p>Select Worker Representatives and Alternates</p> <ul style="list-style-type: none"> <input type="checkbox"/> select from workers who do not exercise managerial functions <input type="checkbox"/> union workers: select according to union(s) established procedures <input type="checkbox"/> non-union workers: elect by secret ballot <input type="checkbox"/> determine number of union and non-union worker <input type="checkbox"/> representatives in equitable proportion to their relative numbers and health and safety risks <input type="checkbox"/> select from among persons who exercise managerial functions <input type="checkbox"/> for an effective committee, employer representatives should have authority to take immediate action on committee recommendations | | | <input type="checkbox"/> |
| <p>Post the names and work locations of Joint Health & Safety Committee members and alternates</p> | | | <input type="checkbox"/> |
| <p>Set First Monthly Meeting Date and Agenda</p> <p>First meeting activities should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 co-chair selected by worker representatives <input type="checkbox"/> 1 co-chair selected by employer representatives <input type="checkbox"/> Review draft Terms of Reference <input type="checkbox"/> Review sample meeting agenda and meeting report <p><i>See Example Agenda and Example Meeting Report</i></p> | | | <input type="checkbox"/> |

How to Maintain a Joint Health and Safety Committee

This checklist identifies the activities employers need to do to maintain a compliant committee. These activities need to be built into the employer's ongoing business activities.

| Activity | Completion date | Assigned to | Check when done |
|---|-----------------|-------------|--------------------------|
| <p>Committee Business</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide committee members time away from regular work (deemed paid time) for committee meetings and any other time required to prepare for committee meetings and fulfill committee functions. <input type="checkbox"/> Provide the committee with the equipment, premises and clerical personnel necessary to carry out its duties and functions. <input type="checkbox"/> Provide the committee with the necessary equipment, premises and clerical personnel. The recording secretary may not necessarily be a committee member. | | | <input type="checkbox"/> |
| <p>Committee Recommendations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Respond to committee in writing within 21 calendar days of receiving written recommendation(s) indicating acceptance or reasons for not accepting recommendation(s). <input type="checkbox"/> Provide a written explanation for any delay if it is not reasonably possible to provide a response before the end of 21 calendar days. | | | <input type="checkbox"/> |
| <p>Committee Monthly Meeting Reports</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send a copy of the committee monthly meeting reports to the worker union(s) on request. <input type="checkbox"/> Retain a copy of committee monthly meeting reports for at least 2 years from the date of the meeting. <input type="checkbox"/> Ensure retained monthly meeting reports are readily accessible to committee members, workers, and WorkSafeBC. <input type="checkbox"/> Post the reports of the 3 most recent meetings. | | | <input type="checkbox"/> |
| <p>Educational Leave</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide each committee member annual paid educational leave of 8 hours per year, including course costs and reasonable costs to attend occupational health and safety training courses | | | <input type="checkbox"/> |
| <p>Health and Safety Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advise the committee of any planned introduction of new equipment, new operating procedures or new chemicals or other substances or materials. <input type="checkbox"/> Provide committee, on request, with information about known or reasonably foreseeable health or safety hazards that workers at the workplace may be exposed to. | | | <input type="checkbox"/> |