**Committee Checklist**

Use this checklist to help you evaluate your joint health and safety Committee’s operations. Place a check in the appropriate column beside each item (D/K=Don’t Know; N/I=Needs Improvement; N/A=Not Applicable). You may check more than one box per item if you wish. *Note that there is room to add your own items at the end of each section.* Then discuss priority improvements with the rest of your Committee members.

**Structure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **D/K** | **N/I** | **N/A** |
| 1. Does the Committee have agreed terms of reference? |  |  |  |  |  |
| 2. Are Committee roles and responsibilities clearly defined? |  |  |  |  |  |
| 3. Is the Committee the right size? |  |  |  |  |  |
| 4. Are there at least as many workers as employerrepresentatives on the Committee? |  |  |  |  |  |
| 5. Do the respective workers select the union members? |  |  |  |  |  |
| 6. Are all sectors, departments, and unions adequately represented on the Committee? |  |  |  |  |  |
| 7. Does the Committee always use a clear, written agenda? |  |  |  |  |  |
|  a) Does the agenda indicate who is responsible for particular roles within the meetings? |  |  |  |  |  |
|  b) Does the agenda clearly specify the intended purpose of the discussion items? |  |  |  |  |  |
|  c) Are the co-chairs involved in setting the agenda? |  |  |  |  |  |
| 8. Does the Committee produce clear, action-oriented minutes of every meeting? |  |  |  |  |  |
|  a) Do the minutes specify who is responsible for carrying out Committee decisions? |  |  |  |  |  |
|  b) Do the minutes specify deadlines for the completion of activities based on Committee decisions? |  |  |  |  |  |
|  c) Do the minutes accurately summarize the content of Committee discussions? |  |  |  |  |  |
| 9. Does the Committee report to the “right” person representing the employer? |  |  |  |  |  |
| 10. Does the Committee receive the necessary support from the employer? |  |  |  |  |  |

**Process**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **D/K** | **N/I** | **N/A** |
| 1. Do Committee members agree on the basic goals and purposes of the Committee? |  |  |  |  |  |
| 2. Do Committee members feel free to express themselves honestly and directly during Committee meetings? |  |  |  |  |  |
| 3. Do Committee members listen carefully to other people’s points of view? |  |  |  |  |  |
| 4. During discussions, does the Committee distinguish between facts and opinions? |  |  |  |  |  |
| 5. Are conflicting opinions and points of view treated with respect? |  |  |  |  |  |
| 6. Do Committee members learn from one another? |  |  |  |  |  |
| 7. Does the Committee work through problems in a systematic, logical way? |  |  |  |  |  |
|  a) Do Committee members clearly define the problem, stating the *what, who, when, where* and *how* before considering solutions?  |  |  |  |  |  |
|  b) Does the Committee use simple techniques like brainstorming to generate creative ideas? |  |  |  |  |  |
|  c) Does the Committee 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 solutions? |  |  |  |  |  |
|  e) Does the Committee base selection of priority problems and/or solutions on clearly stated criteria? |  |  |  |  |  |
| 8. Do the co-chairs work well together to facilitate the discussion? |  |  |  |  |  |
| 9. Do members of the Committee attend most of the meetings? |  |  |  |  |  |
| 10. Do Committee members have alternates in case they are unable to attend a regularly scheduled meeting? |  |  |  |  |  |
| 11. Does the Committee pay enough attention to the social or human relations aspects of group work? |  |  |  |  |  |
| 12. Do Committee members have an opportunity to contribute to the agenda? |  |  |  |  |  |
| 13. Do Committee members receive agendas several days in advance of the meetings? |  |  |  |  |  |
| 14. Is the Committee actively involved in all of the major workplace health and safety initiatives? |  |  |  |  |  |
| 15. Does the Committee regularly use *Accident Investigation Reports, Workplace Inspection Reports, first aid records* and *health and safety* statistics to inform and support decisions? |  |  |  |  |  |
| 16. Does the Committee communicate well to management and workers about its activities? |  |  |  |  |  |
| 17. Are Committee meetings posted on designated OH&S bulletin board(s)? |  |  |  |  |  |
| 18. Are Committee minutes prepared and distributed to Committee members on time? |  |  |  |  |  |
| 19. Does the Committee receive monthly, cumulative quarterly and cumulative annual safety statistics? |  |  |  |  |  |
| 20. Does the Committee meet regularly?(Monthly – Provincially/ 9 times a year Federally) |  |  |  |  |  |
| 21. Do Committee members have adequate time and resources to carry out their responsibilities? |  |  |  |  |  |
| 22. Does the Committee regularly evaluate its own work and processes? |  |  |  |  |  |
| 23. Does the Committee conduct an orientation session for new members? For new employees? |  |  |  |  |  |

###### **Results**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **D/K** | **N/I** | **N/A** |
| 1. Does the workplace have an effective violence prevention program? |  |  |  |  |  |
| 2. Does the workplace have an effective ergonomics (MSIP) program? |  |  |  |  |  |
| 3. Does the workplace have an effective occupational hygiene program? (Ventilation, noise, indoor air quality) |  |  |  |  |  |
| 4. Does the workplace have an effective WHMIS program? |  |  |  |  |  |
| 5. Does the workplace have a formal “return to work program”? |  |  |  |  |  |
| 6. Is there a system in place to track illnesses and injuries? |  |  |  |  |  |
| 7. Do both management and worker Committee members participate in work site inspections, accident investigations and the necessary follow-up? |  |  |  |  |  |
| 8. Do Committee members influence the planning of new processes, procedures, and equipment that have health and safety impacts? |  |  |  |  |  |
| 9. Does the Committee maintain a positive working relationship with the employer? |  |  |  |  |  |
| 10. Has the Committee successfully identified and prioritized significant hazards or problems?  |  |  |  |  |  |
| 11. Are there unresolved issues that the Committee has not been able to address well? |  |  |  |  |  |
| 12. Does the Committee use appropriately the provisions of OHS legislation for resolving conflicts? |  |  |  |  |  |
| 13. Does the Committee make clear, specific recommendations to address hazards and other OH&S issues? |  |  |  |  |  |
| **Item** | **Yes** | **No** | **D/K** | **N/I** | **N/A** |
| 14. Has the employer provided written responses to Committee recommendations within the 21-day time limit? (21 days Provincial/30 days Federal) |  |  |  |  |  |
| 15. Does the employer implement Committee recommendations consistently? |  |  |  |  |  |
| 16. Do employees perceive that the Committee is performing a useful function? |  |  |  |  |  |
| 17. Has the number of injuries or occupational diseases decreased? |  |  |  |  |  |
| 18. Does the Committee regularly follow-up on the implementation of decisions and recommendations? |  |  |  |  |  |

List the top 3 improvements your Committee should make in the next year.

/kie