### **Self Assessment Checklist**

Committee Name: Location:

Completed By: Date:

This self assessment checklist is to assist the JOH&S Committee in ensuring that they are functioning in accordance with the WCB requirements. It is a part of the overall annual program review. The self-assessment is made up of three parts:

√ Self Assessment Checklist – To identify required items

√ Scoring Sheet – To measure and compare the committee’s performance over time

√ Action Plan – To identify items that need attention

Answer each statement by checking “yes” or “no” and rate the effectiveness of the element for your committee. A score of “0” = No or not present. A score of “10”, a perfect score, indicates that the element is considered to be best practice. It is recognized that this may be difficult for certain questions.

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| --- | --- | --- | --- |
|  | Yes | No | Score 0-10 |
| 1. The committee has written terms of reference that effectively establishes the committee’s rules of procedure. |  |  |  |
| 2. There are a minimum of four members, worker and employer representatives from and representing the committee. |  |  |  |
| 3. At least 50% of the members are worker representatives. |  |  |  |
| 4. Worker and Employer representatives have selected on co-chair each. |  |  |  |
| 5. The use of alternates has been discussed and decided. |  |  |  |
| 6. Names and work locations of committee members are posted (including alternates where applicable). |  |  |  |
| 7. The committee has a process to identify unhealthy and unsafe workplace situations. |  |  |  |
| 8. The committee advises on effective systems for responding to unhealthy and unsafe workplace situations as identified above. |  |  |  |
| 9. The committee considers and quickly deals with complaints. |  |  |  |
| 10. The committee consults with workers and the employer on issues related to OH&S and work environment. |  |  |  |
| 11. The committee advises the employer on proposed changes to the workplace or work processes that may affect the health and safety of workers. |  |  |  |
| 12. The committee advises the employer on workplace programs and policies required by OH&S regulations and monitor their effectiveness. |  |  |  |
| 13. The committee makes recommendations to the employer on educational programs promoting health and safety of workers and compliance with the OH&S regulations, and monitors their effectiveness. |  |  |  |
| 14. The committee ensures that incident investigations are carried out as required. |  |  |  |
|  | Yes | No | Score 0-10 |
| 15. The committee ensures that regular inspections are carried out as required. |  |  |  |
| 16. The committee has discussed and decided what level of participation they will have in inspections and has assigned representatives if applicable. |  |  |  |
| 17. The committee has discussed and decided what level of participation they will have in investigations and has assigned representatives if applicable. |  |  |  |
| 18. The committee has discussed and assigned (if applicable) representative to participate in inquires. |  |  |  |
| 19. The committee meets regularly at least once per month. |  |  |  |
| 20. The committee regularly uses the OH&S standards and regulations in their deliberations. |  |  |  |
| 21. The committee has a means for soliciting and considering employee OH&S suggestions. |  |  |  |
| 22. The committee reviews and comments on inspection reports. |  |  |  |
| 23. The committee reviews and comments on incident/accident reports and reports on industrial or occupational disease. |  |  |  |
| 24. There is an action column, a deadline for completion column and a responsibility assigned column shown in the minutes for follow up and to ensure action items are completed. |  |  |  |
| 25. There is a report prepared for each meeting with a copy provided to the employer, the workers and the unions, as applicable. |  |  |  |
| 26. The committee ensures that written recommendations are directly related to your workplace. |  |  |  |
| 27. Complete and clearly describe actions required without requests from the employer for additional information to make a decision. |  |  |  |
| 28. Reasonably capable of being completed/approved. |  |  |  |
| 29. Forwarded to the employer in writing requesting a written response within 21 calendar days. |  |  |  |
| 30. The committee ensures that the minutes of the 3 most recent meetings are posted. |  |  |  |
| 31. The committee has ensured that all committee minutes are readily accessible to committee members, workers and the WCB. |  |  |  |
| 32. The committee has been provided with the necessary equipment, space and clerical staff to carry out their duties. |  |  |  |
| 33. The committee has confirmed that they report to their employer through the employer rep on the committee. |  |  |  |
| 34. The committee has discussed “information that must be kept confidential” and how they will achieve the confidentiality. |  |  |  |
| 35. The committee has discussed “refusal of unsafe work. |  |  |  |

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