

TOOL 7

Checklist for Assessing the Operational Level of an Occupational Health and Safety Committee

From the workbook "Joint Occupational Health & Safety Committee". Education and Development Section Prevention Division Workers' Compensation Board of British Columbia. 2000..

Joint H & S Committee Self-Assessment Checklist (4 pages)

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
- **(Optional) Scoring Sheet** – 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	
1. Committee has written Terms of Reference that establish the committee's rules of procedure. Terms of Reference should include information on: <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	<input type="checkbox"/> Yes <input type="checkbox"/> No
Membership	
2. There are a minimum of 4 members, worker and employer representatives from and representing the workplace.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. At least 50% of members are worker representatives.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Worker representatives have selected 1 co-chair.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Employer representatives have selected 1 co-chair.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Names and work locations of committee members and alternates are posted.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties and Functions	
7. Identify unhealthy or unsafe workplace situations and advise on effective systems for responding to those situations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Consider and quickly deal with complaints relating to the health and safety of workers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Consult with workers and employer on issues related to OH&S and work environment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. 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
11. 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
12. 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
13. Ensure accident investigations and regular inspections are carried out as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Assign representatives to participate in inspections as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Assign representatives to participate in accident investigations as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Assign representatives to participate in inquiries as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No

(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.

Item	A. Yes		B. No		C. Corrected using Action Plan		D. Score <u>after</u> using the Action Plan (best score from A <u>or</u> 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		

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Joint H & S Committee Self-Assessment Checklist (4 pages)

Item	A. Yes		B. No		C. Corrected using Action Plan		D. Score <u>after</u> using the Action Plan (best score from A or C).
	Score		Score		Score		
17.	4		0		4		
18.	4		0		4		
19.	4		0		4		
20.	4		0		4		
21.	4		0		4		
22.	4		0		4		
23.	4		0		4		
24.	4		0		4		
25.	4		0		4		
26.	4		0		4		
27.	3		0		3		
28.	3		0		3		
29.	3		0		3		
30.	3		0		3		

Total A: Total B:

Initial Score (Total A + B):

Score After Action Plan (Total D):

Score	Performance ^a
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.

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