

Joint Occupational Health & Safety Committee Effectiveness Checklist Tool

Meeting Procedures:

- Meetings start on time?
- Agenda available?
- Agenda circulated before meeting?
- Copy of last minutes circulated before meeting?
- Committee members considered equals during meetings?
- Committee co-chair practices round-table discussions?

Committee Functions:

- Terms of reference in place?
- Terms of reference reviewed periodically?
- Meet monthly unless set out otherwise in Terms of Reference?
- Management and Employee co-chair system in place?
- Committee composition reflects not less than 50% employee reps?
- Time off to attend meetings and committee business?
- Committee appoint sub-committees or working groups?
- Committee make recommendations to management?
- Committee makes decisions by consensus?
- Does committee have a process for resolving complaints?
- Does committee know legal duties?
- Procedure in place for investigating and resolving work refusals?
- Committee participates in workplace inspections and investigations?
- Committee members invited during regulator visits?

Committee Records:

- Committee secretary prepares and circulates minutes?
- Minutes are in paragraph or tabular form?
- Minutes are circulated and posted within seven days?
- Committee keeps records other than minutes?
- Are there recurring / unresolved issues on minutes?

Involvement in Safety Policy and Program:

- Safety Policy in effect and reviewed by committee?
- Safety Policy signed and dated by management?

- Safety program in effect?
- Safety program reviewed by Committee?
- Safety program includes elements required by law?
- Safety program includes elements greater than compliance?
- Committee involved in contractor safety? How?

Access to Information:

- Committee has access to outside agency statistics and reports?
- Committee reviews incident reports?
- Committee evaluates injury history / trends?
- Committee knows how to reference relevant acts and regulations?

Orientation and Training:

- New committee members receive effective orientation?
- Committee members receive training? How?
- Committee invites guests to meetings as part of ongoing education?

Committee Evaluation/Recognition:

- Committee measures its effectiveness? How?
- Committee members receive recognition or incentive?