

CUPE Health and Safety Program and Joint Health and Safety Committee Checklist BC Region - All Sectors Spring 2022

The following CUPE BC Region checklist assesses both the functioning of the employer's health and safety program (including the relationship to the Local) on pages 2 to 7 and the Joint Health and Safety Committee on pages 8 to 16 (if required).

This two-part checklist is intended to be filled out by the worker representatives of the Joint Health and Safety Committee ("JHSC") or Health and Safety Representative ("HSR"), as applicable. **This document is for CUPE internal purposes and does not replace the WorkSafeBC Annual Joint Health and Safety Committee Evaluation Tool at <https://www.worksafebc.com/en/resources/health-safety/checklist/jhsc-evaluation-tool?lang=en>.**

Outstanding items, comments and "no" answers should be discussed with the JHSC, as well as the CUPE Local Executive and the CUPE National Representative, if and as applicable.

Access a full copy of the *Workers Compensation Act* (the "Act"), the Occupational Health & Safety Regulation ("OHSR"), as well as occupational health and safety policies and guidelines on [WorkSafeBC.com](http://www.worksafebc.com), under Law & Policy. See <http://worksafebcmedia.com/test/jc/index.php>.

To prepare for the evaluation, gather the following information:

- ☐ Committee rules of procedure (terms of reference)
- ☐ Reports of the meeting (meeting minutes)
- ☐ Training records for each committee member
- ☐ Written recommendations made by the committee to the employer and employer responses
- ☐ Workplace inspection reports
- ☐ Employer incident investigation reports, corrective action reports, and reports of near miss incidents
- ☐ Notes from discussions with committee members and workers
- ☐ Any previous evaluations of the committee
- ☐ Other relevant records

Employer and Local Information:

Employer's name (legal name and trade name)
Joint committee name and location:
(Name and location of the workplace or part of the workplace represented by the committee)
Date evaluation complete:
(If the evaluation was completed over several days, include the date it was finalized.)

CUPE Health and Safety Program evaluators:

The evaluators should be knowledgeable about the duties, functions, and effective administration of a committee.)

Name	Job title	Committee position

OHS Regulation and Guidelines section numbers are not provided due to frequent numbering changes and ongoing stakeholder consultations. See the links provided.

Part 1 - Health and Safety Program Evaluation

1.1. Health and Safety Program Evaluation – General Overview			
	Yes	No	Unsure
General Information – Relationship between the Local Executive and the JHSC			
Is the Local Executive and the JHSC familiar with the legislative requirements of employers and supervisors under the OHS Regulations?			
Have the members of the Local Executive and the JHSC completed the Introduction to Health and Safety Workshop (CUPE Education)?			
Have the members of the Local Executive and the JHSC completed the Health and Safety Learning Series modules (CUPE Education)? See https://cupe.ca/health-safety-learning-series .			
Have the members of the Local Executive and the JHSC completed any BC Federation of Labour Health and Safety Centre modules / courses?			
Are the Local Executive and the JHSC familiar with the resources available at https://cupe.ca/health-and-safety ?			
Do the Local Executive and the JHSC members have a copy of the Health and Safety Committee Resource Kit (https://cupe.ca/health-and-safety-committee-resource-kit) and the Violence Prevention Kit (https://cupe.ca/violence-prevention-kit-0)?			
Is there established communication process between the Local Executive and the JHSC?			
Is there an OHS contact person identified on the Local Executive for when support is needed?			
Is health and safety a standing item at Local Executive meetings?			
Does a CUPE JHSC member(s) provide a report to the Local Executive before every Local Executive committee meeting?			
Is health and safety a standing item at general membership meetings?			

Do the Local bylaws set out how the JHSC members are selected (elected) / appointed and their expected term limit?																																	
Are the expectations for JHSC member participation and representation clearly laid out in the Local bylaws?																																	
Do the CUPE JHSC members send the following to the Local Executive?: JHSC minutes <ul style="list-style-type: none">▪ Inspection reports▪ Orientation records▪ Investigation reports▪ Written recommendations from the JHSC and the employer’s responses▪ WorkSafeBC Orders▪ Employer health and safety policies and procedures▪ Injury, exposure, and fatality data▪ External reports and consultant’s reports if and as applicable▪ Other	<table><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>																																

Other Comments:

1.2. Health and Safety Program Evaluation – The Workplace			
	Yes	No	Unsure
1.2.1. Health and Safety Program Core Requirements - Employers and Supervisors (this does not address worker and prime contractor responsibilities)			
Does the employer have a formal health and safety program? (Twenty or more workers and a moderate to high risk of workplace injury OR having fifty or more workers.) Note: See OHS Guideline G3.1 for information on formal health and safety programs at https://www.worksafebc.com/en/health-safety/create-manage/health-safety-programs and https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-03#SectionNumber:G3.1 and https://www.worksafebc.com/en/resources/health-safety/books-guides/how-to-implement-a-formal-occupational-health-and-safety-program?lang=en . Small businesses or employers with fewer than 20 workers need a health and safety program too. These programs can be simpler. We refer to them as "less			

formal" health and safety programs. See OHS Guideline G3.2 for information about the contents of a less formal health and safety program.			
1.2.2. All formal OHS programs must have seven elements – Do the following exist in the workplace?			
An OHS policy statement of the aims of the program and the responsibilities for health and safety.			
Regular inspection of premises, machinery, tools, equipment, and work practices.			
Appropriate written instructions for workers.			
Periodic Investigation of accidents and other incidents in order to take action to prevent similar incidents management meetings to discuss health and safety.			
Records and statistics e.g. accidents, injuries, exposures, violence, etc.			
Instruction and supervision of workers, including worker orientations for new and returning workers or where there have been changes to such things as machinery, processes, policies and procedures, work locations, work duties, new hazards and risks, accidents and incidents, etc.			
1.2.3. Specific Employer Responsibilities			
Ensure the health and safety of the employer's workers and other workers present at the workplace.			
Establish occupational health and safety policies and an OHS program.			
Provide general direction to management, supervisors, and workers about their responsibilities and roles in providing a safe and healthy workplace.			
Provide specific direction and delegate authority to those responsible for health and safety.			
Consult and cooperate with individuals carrying out occupational health and safety duties (including joint committee members, worker health and safety representatives, and WorkSafeBC prevention officers).			
Provide workers with the information, instruction, training, and supervision necessary to protect their health and safety.			
Provide supervisors with the support and training necessary to carry out their health and safety responsibilities.			
Provide and maintain protective equipment, devices, and clothing, and ensure that they are used.			
Make a copy of the <i>Workers Compensation Act</i> and the Occupational Health and Safety Regulation readily available for review by workers.			
Identify potential hazards through regular inspections, and either eliminate or control the hazards without delay.			
Remedy any workplace conditions that are hazardous to worker health or safety.			
Develop written safe work procedures.			
Encourage workers to express concerns and suggest improvements on health and safety issues e.g. safety talks, tailgate meetings, regular meetings, or consultation with worker representatives.			
Employers follow up with questions arising from safety talks, tailgate meetings, regular meetings, or consultation with worker representatives.			

1.2.4. Specific Supervisor Responsibilities

Ensure the health and safety of all workers under their direct supervision.			
Know the WorkSafeBC requirements that apply to the work being supervised and ensure that they are followed.			
Ensure that workers under their supervision are made aware of all known or reasonably foreseeable health and safety hazards where they work.			
Consult and cooperate with joint committee members or worker health and safety representatives, and cooperate with others carrying out occupational health and safety duties (including WorkSafeBC prevention officers).			
Ensure that the appropriate personal protective equipment and clothing are available, properly worn when required, and properly inspected and maintained.			
Investigate unsafe conditions reported to them and ensure that corrective action is taken without delay.			

Other Comments:

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1.2.5. Specific Workplace Issues, Concerns and Problems to Consider

Are risk assessments conducted on a regular basis, involving the JHSC, for violence, hazardous substances (including chemicals and biological agents, etc.), ergonomics, musculoskeletal injuries, ladder safety, etc.? See https://www.worksafebc.com/en/health-safety/create-manage/managing-risk/identifying-hazards and https://www.worksafebc.com/en/health-safety/create-manage/managing-risk/assessing-risks .			
Does the workplace have policies, procedures, ongoing orientation, regular risk assessments, ongoing training, and reporting procedures for hazardous physical Agents e.g. noise, vibration, radiation, electromagnetic fields, radiofrequency energy e.g. cell towers, extreme heat, and extreme cold?			
Does the workplace(s) have a WHMIS program and materials safety data sheets for hazardous materials which is available to all workers, including the orientation and education of workers and posting of relevant materials on a regular basis? See https://www.worksafebc.com/en/health-safety/hazards-exposures/whmis and https://www.worksafebc.com/en/resources/health-safety/whmis/whmis-basics-2015?lang=en .			

<p>This includes:</p> <p>Have regular risk assessments been conducted?</p> <p>Is information made available to workers about any potentially hazardous materials produced or emitted in the workplace?</p> <p>Are up to date safety data sheets accessible to all workers?</p> <p>Are identifying and warning signs about hazardous agents posted in the workplace?</p> <p>Are workers familiar with the contents required on supplier and workplace label and the significance and information on the labels?</p> <p>Is training provided to new workers who work with or in proximity to hazardous materials on the storage, use, handling, and disposal of those materials (e.g. chemical and biological)?</p> <p>Is there ongoing training for current workers who work with or in proximity to hazardous materials on the storage, use, handling, and disposal of those materials (e.g. chemical and biological)?</p> <p>Is there a program to review worker's familiarity with WHMIS at least annually?</p> <p>Is the worker education program for WHMIS developed in consultation with the JHSC?</p>			
<p>Does the workplace(s) have a violence prevention program, including risk assessments, ongoing orientation, and education of workers, posting of relevant information and policies on a regular basis? See https://www.worksafebc.com/en/health-safety/hazards-exposures/violence. This includes a bullying and harassment program. See https://www.worksafebc.com/en/health-safety/hazards-exposures/bullying-harassment.</p>			
<p>Does the workplace(s) have an Exposure Control Plan e.g. for asbestos, biological agents, chemicals, infectious diseases, chemicals, radiation, etc.? See https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-06-substance-specific-requirements.</p>			
<p>Are workers aware of what to do in the event of exposures to asbestos, biological agents, chemicals, infectious diseases, chemicals, radiation, etc.? Are workers aware of the WorkSafeBC Exposure Registry program (WorkSafeBC Form 41M1)? See https://www.worksafebc.com/en/claims/report-workplace-injury-illness/types-of-claims/occupational-diseases.</p>			
<p>Does the JHSC and the Local receive immediate notification when a worker fatality or serious injury (including exposures) occurs, followed by a report from the employer within 48 hours? See</p>			

https://www.worksafebc.com/en/claims/report-workplace-injury-illness/reporting-serious-accidents-fatalities and https://www.worksafebc.com/en/health-safety/create-manage/incident-investigations/conducting-employer-investigation .			
Does the employer involve the JHSC and the Local in serious incident investigations? See WorkSafeBC Reference Guide for Employer Incident Investigations at https://www.worksafebc.com/en/resources/health-safety/books-guides/investigations-accidents-incidents-reference-guide-and-workbook?lang=en .			
Is the JHSC and the Local aware of what to do when a worker fatality or serious injury (including exposures) occurs? See the CUPE Fatality Template for Action Plan Parts 1 to 5 at https://www.cupe.bc.ca/occupational_health_and_safety_committee			
Are workers aware of what to do in the event of employer Discriminatory Action / Prohibited Action / Retaliation for raising workers compensation and occupational health and safety issues? See https://www.worksafebc.com/en/for-workers/just-for-you/prohibited-action-complaints and WorkSafeBC Form 57W1 https://www.worksafebc.com/en/resources/about-us/forms/worker-complaint-of-prohibited-action-form-57w1?lang=en .			
Does the JHSC receive redacted information regarding the filing of a claim of occupational illness or injury with WorkSafeBC? (Subject to privacy legislation and WorkSafeBC privacy policies.)			
Does the JHSC receive redacted information regarding the filing of incident and / or accident reports to the employer by workers?			

Other Comments:

Part 2 – Joint Health and Safety Committees (but excluding Local / Site Committees and Central / District Committees as these are not recognized by WorkSafeBC nor do they exist in many CUPE Locals and workplaces)

Fill out Part 2 ONLY if there were disagreements with the employer over the previous annual evaluation process or contents or if the JHSC is unfamiliar with evaluations.

1. Joint Health and Safety Committees - Assessment of legal obligations

1.1 Committee selection, membership and procedures

(Refer to sections 33, 34, 35, 36, and 37 of the *Workers Compensation Act*.)

	Yes	No
Does the committee have at least four members?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have worker representatives and employer representatives as required by section 33 of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have worker representatives as at least half the membership, as required by section 33 of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have two co-chairs, one selected by worker representatives and one selected by employer representatives, as required by section 33 of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have worker representatives selected according to the procedures specified in section 34 of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have employer representatives selected as required by the section 35 of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee meet at least once a month (unless otherwise permitted)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee prepare a report of the meeting (meeting minutes) and provide a copy to the employer?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have rules of procedure (terms of reference)?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information on committee selection, membership, and procedures.

1.2 Support for the committee

(Refer to sections 40, 42, 44 and 51 of the Act.)

	Yes	No
Did committee members attend meetings during paid working hours?	<input type="checkbox"/>	<input type="checkbox"/>
Did members receive paid time off work that is reasonably necessary to prepare for meetings and fulfill other duties and functions?	<input type="checkbox"/>	<input type="checkbox"/>
Did the employer provide equipment, premises, and clerical personnel necessary for the carrying out of the committee's duties and functions?	<input type="checkbox"/>	<input type="checkbox"/>
Did the employer provide information requested by the committee, including information on health and safety hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Has the employer posted and kept posted: <ul style="list-style-type: none">• The names and work locations of committee members• The reports (minutes) of at least the three most recent committee meetings	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information on the support provided to the committee.

Training and education of committee members

(Refer to sections 40 and 41 of the Act and the requirements of section 3.27 of the OHSR.)

	Yes	No
Did new members as of April 3, 2017 receive the minimum of eight hours of instruction and training that is required within six months of becoming a committee member?	<input type="checkbox"/>	<input type="checkbox"/>
Did all committee members receive the annual educational leave totalling eight hours to which they are entitled, in order to attend occupational health and safety training courses?	<input type="checkbox"/>	<input type="checkbox"/>
Did committee members receive educational leave without loss of pay or other benefits?	<input type="checkbox"/>	<input type="checkbox"/>
Did the employer pay for, or reimburse committee members for, the costs of the training course and the reasonable costs of attending?	<input type="checkbox"/>	<input type="checkbox"/>
Did a committee member designate another member as being entitled to take all or part of the member's educational leave?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information about committee member training and education.

1.3 Committee recommendations

(Refer to sections 36 and 39 of the Act.)

The committee has a duty to make recommendations to the employer about the improvement of workplace health and safety, as well as recommendations on educational programs promoting the health and safety of workers and compliance with the Act and the OHSR. These recommendations may take a variety of forms, including formal and informal, oral, or written.

Do the committee's rules of procedure (terms of reference) include provisions for how to make recommendations to the employer?

☐ Yes ☐ No

Within the past 12 months, has the committee sent written recommendations to the employer with a request for a response from the employer?

☐ Yes ☐ No

	Yes	No	n/a
Were the committee's recommendations described clearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were recommendations directly related to workplace health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were recommendations made in accordance with the committee's rules of procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the employer respond in writing within 21 days? If the employer did not respond within that timeframe, did they explain the delay and indicate when a response would be provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the employer did not respond within 21 days, did they explain the delay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the employer did not accept the committee's recommendations, did the employer provide written reasons for not accepting the recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the employer did not accept the recommendations, did the employer provide alternatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the employer did not accept the committee's recommendations, did the committee ask WorkSafeBC to investigate and attempt to resolve the matter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information about committee recommendations to the employer.

1.4 Duties and functions of the committee

(Refer to [section 36](#) of the Act and the requirements of [section 3.12](#) of the OHSR.)

The following questions are intended to assess whether or not the committee has fulfilled each of its duties and functions. It may be helpful to refer to relevant records and documents when determining whether or not the committee fulfilled each of its duties and functions. Copies of these documents may be included with this evaluation for reference purposes.

Over the past 12 months, the committee has	Yes	No
Identified situations that may be unhealthy or unsafe for workers — This may include reviewing incident and near miss reports to look for accident trends, or reviewing the effectiveness of a risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>
Advised on effective systems for responding to situations that may be unhealthy or unsafe.	<input type="checkbox"/>	<input type="checkbox"/>
Considered and expeditiously dealt with complaints related to the health and safety of workers.	<input type="checkbox"/>	<input type="checkbox"/>
Consulted with workers and the employer on issues related to workplace health and safety and the work environment.	<input type="checkbox"/>	<input type="checkbox"/>
Made recommendations to the employer and workers about the improvement of the workplace health and safety and work environment.	<input type="checkbox"/>	<input type="checkbox"/>
Made recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Act and the OHSR, and monitored their effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>
Advised the employer on programs and policies required under the OHSR and monitored their effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>
Advised the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers.	<input type="checkbox"/>	<input type="checkbox"/>
Ensured that accident investigations are carried out as required by the Act and the OHSR.	<input type="checkbox"/>	<input type="checkbox"/>
Ensured that regular inspections are carried out as required by the Act and the OHSR.	<input type="checkbox"/>	<input type="checkbox"/>
Participated in inspections, investigations, risk assessments, and inquiries as provided in the Act and the OHSR.	<input type="checkbox"/>	<input type="checkbox"/>
Participated in the procedure for resolving refusals of unsafe work.	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “No” or were not sure of the answer to any of the questions above, provide further information on how the committee fulfilled each of its duties and functions under section 36 of the Act.

2: Evaluation of effectiveness

The following questions are intended to measure the effectiveness of committee procedures, participation, and record-keeping.

2.1 Rules of procedure (Terms of reference)

The following are characteristics of an effective committee’s rules of procedure:

- Committee members know the role of the committee and the extent of its authority.
- Committee members actively contribute to a set of regularly reviewed objectives.
- Rules of procedure meet the minimum legal requirements of [section 37](#) of the Act.
- Rules of procedure include provision for:
 - Committee composition and selection of members
 - Duties and functions
 - Record keeping
 - Roles of guests
 - Decision-making procedures
 - Informal and formal committee recommendations
 - Resolution of action items
 - Education and training for committee members
 - Committee evaluation

- Defining quorum
- Conflict resolution
- Other relevant matters
- Rules are developed collaboratively, with the participation of committee members.
- Rules are reviewed periodically and reflect the committee's current process and mandate.

With these criteria in mind, how effective is your committee in relation to rules of procedure?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very ineffective	Somewhat ineffective	Moderately effective	Somewhat effective	Very effective

Comment further on how you rated your committee. Include suggestions on how your committee's rules of procedure might be improved.

2.2 Meeting attendance and participation

The following are characteristics of an effective committee's meeting attendance and participation:

- Agenda is distributed prior to meetings.
- Agenda is used at meetings to guide discussion and keep the meeting on time.
- Relevant documents (reports, etc.) are distributed and reviewed prior to meetings.
- Committee members are given time that is reasonably necessary to prepare for committee meetings (per [section 40](#) of the Act).
- Committee members regularly attend meetings.
- Alternates are selected in case of member absence.
- Employer and worker co-chairs take turns running the meeting.
- Committee members are engaged and participate in discussions.
- Employer and worker representatives participate equally, with no one group dominating discussions.
- Regular attendance is supported by the employer. This includes removing barriers such as scheduling, and back up coverage.

With these criteria in mind, how effective is your committee in relation to meeting attendance and participation?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very ineffective	Somewhat ineffective	Moderately effective	Somewhat effective	Very effective

Comment further on how you rated your committee. Include suggestions on how your committee's meeting attendance and participation might be improved.

2.3 Report of the meeting (Meeting minutes)

The following are characteristics of an effective committee's meeting minutes:

- Meeting minutes provide a full and accurate record of the meeting, and include:
 - Who attended the meeting
 - The issues that were discussed
 - Reports, statistics, and other documents reviewed
 - Any action required, the name of the person assigned to complete the action, its priority, and the expected completion date
- Outstanding action items are tracked and monitored to completion.
- Minutes are circulated to members promptly.
- Minutes are adopted at the next meeting.

With these criteria in mind, how effective is your committee in relation to meeting reports?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very ineffective	Somewhat ineffective	Moderately effective	Somewhat effective	Very effective

Comment further on how you rated your committee. Include suggestions on how your committee's meeting reports might be improved.

2.4 Committee response to refusals of unsafe work

(Refer to [section 3.12\(4\)](#) of the OHSR.)

Has the committee been aware of any refusals of unsafe work at your workplace in the past 12 months?

☐ Yes ☐ No

Is the committee informed of work refusals even when the matter is resolved by the worker and the supervisor?

☐ Yes ☐ No

Has there been a refusal of unsafe work at your workplace that could not be resolved between the worker and employer or supervisor?

☐ Yes ☐ No

Are committee members trained in their role in the procedure for refusal of unsafe work?

☐ Yes ☐ No

If there has not been a refusal of unsafe work, consider the nature of your industry and the hazards inherent in the work you do. Are there any:

- ☐ Barriers that may be making workers reluctant to exercise their right to refuse unsafe work?
- ☐ Hazards that are being overlooked or trivialized because they are seen as "part of the job"?
- ☐ Other reasons workers might not feel they are able to refuse unsafe work:

How effectively is the committee participating in the procedure for responding to refusals of unsafe work?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very ineffective	Somewhat ineffective	Moderately effective	Somewhat effective	Very effective

Comment further on how effectively your committee is participating in refusals of unsafe work and any recommendations the committee might make to the employer on this issue.

2.5 Overall effectiveness

Considering your responses to all of the previous questions in Part 1 and Part 2, how effective is the committee overall?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very ineffective	Somewhat ineffective	Moderately effective	Somewhat effective	Very effective

Comment further on how you rated your committee. Include suggestions on how your committee might improve its overall effectiveness. Consider compliance with legal obligations as well as how effectively the committee is performing its duties and functions. You may wish to consider the focus areas included in this evaluation tool to help identify opportunities for committee member growth and development, and ideas for building committee effectiveness.

3: Focus Areas — Encouraging committee growth and development

An effective committee provides a way for workers and employer to work together to identify and find solutions for health and safety problems in the workplace. Generally, your first objective will be to ensure your committee complies with the minimum legal requirements. Once you are satisfied that your committee is compliant, committee members should develop a plan for continual improvement.

Your committee may wish to choose one of the following areas to focus on improving each year:

- Focus Area A — Communication
- Focus Area B — Workplace inspections, hazard identification, risk assessment, and control
- Focus Area C — Incident investigation

The questions here are intended to help your committee identify strengths and areas of improvement. For each item, consider the characteristics of an effective committee, as well as the legal requirements. Then, use the rating scale to assess how effectively your committee performs.

Finally, consider what positive steps you can take to improve your committee effectiveness in this focus area. Steps for improvement will vary for every workplace, and may include [training for committee members](#), discussions at safety meetings, or changes in policies or procedures.

Focus Area A — Communication

Effective communication ensures that everyone at the workplace is aware of the work of the committee in promoting workplace health and safety, and encourages people to contribute ideas and be more involved.

A.1 Committee meetings and communication

	Never	Sometimes	Usually	Always
Does the committee seek out and explore different opinions to ensure issues and concerns are fully considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where there are differences of opinion within the committee, can the committee generally resolve the matter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the committee regularly divided on occupational health and safety issues, often along management and labour lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the committee generally able to reach agreement on matters relating to health and safety relating to workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the co-chairs demonstrate effective communication, conflict resolution, and facilitation skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee regularly follow up on the implementation of decisions and recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee composition reflect the composition of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee proactively identify possible barriers to the implementation of health and safety decisions and recommendations, and propose solutions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General comments on committee meetings and communication, and suggestions for improvement:

A.2 Communication with workers

	Never	Sometimes	Usually	Always
Do workers regularly approach committee members to make suggestions or to discuss health and safety matters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Never	Sometimes	Usually	Always
Is there effective communication between the committee and workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee regularly interact with a cross-section of workers (including part-time, dispatched, and shift workers, and workers at other job sites) about relevant health and safety matters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General comments on communication with workers, and suggestions for improvement:

A.3 Communication with the employer

	Never	Sometimes	Usually	Always
Is the employer representative on the committee someone with decision-making authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employer regularly seek out the opinions of the committee on existing and potential workplace health and safety issues, including proposed changes to the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employer share health and safety information with the committee? (This may include industrial hygiene testing results, WorkSafeBC reports or statistics, other occupational and safety health reports, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Were all matters resolved at the committee level, or did the committee feel reluctant to make recommendations? Include any suggestions around how the committee recommendations could be made more effective.

General comments on communication with the employer, and suggestions for improvement:

Focus Area B – Workplace inspections, hazard identification, risk assessment and control

Regular workplace inspections can help to improve communication around workplace health and safety, identify unsafe conditions and procedures, and better understand the work and the work environment. (Refer to [section 3.5](#) of the OHSR.)

	Never	Sometimes	Usually	Always
Does the committee confirm that workers who conduct workplace inspections are trained to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do committee members interact with a representative sample of workers when conducting workplace inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee ensure a cross-section of equipment, work methods, and work practices are inspected when conducting workplace inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do inspections consider hazards of the occupational environment? (This may include risk assessments related to specific tasks or work procedures.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are inspections tailored to workplace-specific hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workplace inspections done at various times and without advance notice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When hazards are identified and corrected, are they reviewed at the next meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is information from workplace inspection reports reviewed by committee members to identify any trends that may be developing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment further on how effectively your committee is participating in workplace inspections. Include suggestions on how your committee might improve the effectiveness of workplace inspections and identify unhealthy and unsafe situations in the workplace.

What are the most significant risks to worker health and safety in your workplace? Who might be harmed, and how?

Have controls been put in place, and are they effective at reducing the risks?

Focus Area C — Incident investigation

Employers must conduct investigations of any workplace incidents resulting in an injury to a worker or near misses with the potential for worker injury, as well as major structural failures, release of hazardous substances, and other circumstances. Refer to [Part 2 Division 10](#) of the Act and [section 3.28](#) of the OHSR.

			Yes	No
Have worker and employer representatives received appropriate training on incident investigation methodology?			<input type="checkbox"/>	<input type="checkbox"/>
Do committee members understand the purpose of preliminary and full investigation reports, including the statement of sequence of events?			<input type="checkbox"/>	<input type="checkbox"/>
	Never	Sometimes	Usually	Always
Does the committee ensure that incidents are investigated in accordance with sections 69 to 72 of the Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do committee members explain the purpose of preliminary and full investigation reports, including the statement of sequence of events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are incident investigations focused on improving workplace health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do worker representatives actively participate in incident investigations, and is that participation reflected in the investigation reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee receive reports of preliminary investigations in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee receive reports of preliminary corrective actions taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee receive reports of full investigations in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee receive reports of corrective actions taken as a result of full investigations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is information from incident investigation reports reviewed by committee members to identify any trends that may be developing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment further on how effectively your committee is participating in incident investigations. Include suggestions on how your committee might better participate in incident investigations.

4: Committee response to the evaluation

(Refer to [section 3.26](#) (4),(5), and (6) of the OHSR.)

After the completion of the report, did the committee:

	Yes	No
Ensure the employer received and signed a copy of the evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
Discuss the evaluation at its next meeting?	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the evaluation and a summary of the discussion were included in the report of that meeting (meeting minutes)?	<input type="checkbox"/>	<input type="checkbox"/>

Include any general comments from the committee in response to the evaluation. This may include areas where the worker and employer representatives may have disagreed on the evaluation results.

[https://cupe.sharepoint.com/sites/BritishColumbiaRegionalOffice/Health Safety/H&S Committee - JOINT/checklist_evaluation_tool_CUPE_HS_Committee_and_Program_BC_Region_All_Sectors_Spring_2022.docx](https://cupe.sharepoint.com/sites/BritishColumbiaRegionalOffice/Health%20Safety/H&S%20Committee%20-%20JOINT/checklist_evaluation_tool_CUPE_HS_Committee_and_Program_BC_Region_All_Sectors_Spring_2022.docx)
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