MULTI-WORKPLACE JOINT HEALTH AND SAFETY COMMITTEE ASSESSMENT TOOL

**Purpose:** To provide a guide for multi-workplace Joint Health and Safety Committee (JHSC) members to follow when evaluating the effectiveness of their committee.

This tool is intended:
- To highlight JHSC strengths, as well as identify areas for improvement.
- To promote discussion and reflection on the features of a “gold-standard” JHSC.
- To foster the development and effectiveness of a JHSC.

The assessment tool contains several sections identified as key themes for effective JHSCs. Within each section, there are several JHSC features to evaluate. Please assess the performance of your Joint Health and Safety Committee according to these features based on your experience as a JHSC member.

For each JHSC feature, there are five (5) descriptions to choose from. A state of 1 is suboptimal and a state of 5 is the gold standard. Discussion and reflection on each option are encouraged. Your committee should come to a consensus on which description is most accurate. Note that the response you choose may not reflect your committee exactly. Please circle the number that fits best.

It is important to note that this is not a compliance audit. For information on legislative requirements for Joint Health and Safety Committees please see A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace at http://www.labour.gov.on.ca/english/hs/pubs/jhsc/.

* Designated worker- a worker who is not a member of the multi-workplace JHSC, at any of the workplaces served by the committee, who has been granted permission by the worker members of the multi-workplace JHSC to conduct workplace inspections and/or represent in work refusals.
### 1.0 APPROACHABILITY

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<tr>
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<tbody>
<tr>
<td><strong>1a) JHSC member identification</strong></td>
<td>There is no list of committee members readily available.</td>
<td>A list of committee members is readily available, but is <strong>not</strong> posted publicly (e.g. either on a notice board or online).</td>
<td>The list of names of committee members is posted in only one place (e.g. either on a notice board or online).</td>
<td>The list of names of committee members is posted in more than one location (e.g. either on a notice board or online). Changes to membership are <strong>not</strong> updated promptly.</td>
<td>The list of names of committee members is posted in more than one location (e.g. either on a notice board or online). Changes to membership are updated promptly.</td>
</tr>
<tr>
<td><strong>Circle the description that best reflects your JHSC</strong></td>
<td><strong>1b) JHSC member approachability</strong></td>
<td><strong>Circle the description that best reflects your JHSC</strong></td>
<td><strong>Circle the description that best reflects your JHSC</strong></td>
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<td></td>
<td><strong>Your JHSC is <strong>never</strong> contacted/approached by employees, management and/or designated members</strong> for advice on occupational health and safety issues.</td>
<td><strong>Your JHSC is <strong>rarely</strong> contacted/approached by employees, management and/or designated members</strong> for advice on occupational health and safety issues.</td>
<td><strong>Your JHSC is <strong>sometimes</strong> contacted/approached by employees, management and/or designated members</strong> for advice on occupational health and safety issues.</td>
<td><strong>Your JHSC is <strong>usually</strong> contacted/approached by employees, management and/or designated members</strong> for advice on occupational health and safety issues.</td>
<td><strong>Your JHSC is <strong>always</strong> contacted/approached by employees, management and/or designated members</strong> for advice on occupational health and safety issues.</td>
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<td><strong>Your JHSC is <strong>never</strong> contacted/approached by employees, management and/or designated members</strong> for advice on occupational health and safety issues.</td>
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### 2.0 REPRESENTATION

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</table>
| **2a) JHSC member participation during meetings**<br><br>*Circle the description that best reflects your JHSC*
| Low participation in discussions during JHSC meetings by all members. | Participation in discussions by only a few worker and/or management JHSC members. | Participation in discussions by approximately half worker and/or management JHSC members. | Participation in discussions by most worker and management JHSC members; one group dominates the discussion (e.g. employer representatives or worker representatives, or other organizational group). | All JHSC members participate in discussions; no groups dominate the discussion (e.g. employer representatives or worker representatives, or other organizational group). |

Comments _______________________________________________________________________________________

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</table>
| **2b) JHSC member attendance at meetings**<br><br>*Circle the description that best reflects your JHSC*
| Your JHSC members never attend meetings. | Your JHSC members rarely attend meetings. | Your JHSC members sometimes attend meetings. | Your JHSC members usually attend meetings. | Your JHSC members always attend meetings. |

Comments _______________________________________________________________________________________

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### 3.0 COMMITMENT

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<tr>
<td>3) JHSC member engagement and commitment to occupational health and safety</td>
<td>Your JHSC members are <strong>never</strong> engaged and committed to occupational health and safety.</td>
<td>Your JHSC members are <strong>rarely</strong> engaged and committed to occupational health and safety.</td>
<td>Your JHSC members are <strong>sometimes</strong> engaged and committed to occupational health and safety.</td>
<td>Your JHSC members are <strong>usually</strong> engaged and committed to occupational health and safety.</td>
<td>Your JHSC members are <strong>always</strong> engaged and committed to occupational health and safety.</td>
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*Circle the description that best reflects your JHSC*

Comments __________________________________________________________________________________________
## 4.0 COMMUNICATION WITH WORKFORCE

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<td><strong>4a) JHSC communicates occupational health and safety information to members of the workforce (e.g. accident/injury/illness reports and statistics)</strong></td>
<td>Your JHSC <strong>never</strong> communicates occupational health and safety information to designated workers and/or members of the workforce.</td>
<td>Your JHSC <strong>rarely</strong> communicates occupational health and safety information to designated workers and/or members of the workforce.</td>
<td>Your JHSC <strong>sometimes</strong> communicates occupational health and safety information to designated workers and/or members of the workforce.</td>
<td>Your JHSC <strong>usually</strong> communicates occupational health and safety information to designated workers and/or members of the workforce.</td>
<td>Your JHSC <strong>always</strong> communicates occupational health and safety information to designated workers and/or members of the workforce.</td>
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Circle the description that best reflects your JHSC

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<tr>
<td><strong>4b) Posting and distribution of the meeting minutes</strong></td>
<td>JHSC meeting minutes are <strong>not</strong> posted or distributed.</td>
<td>JHSC meeting minutes are posted in <strong>one</strong> location (e.g. notice board or online) and are not distributed.</td>
<td>JHSC meeting minutes are posted in <strong>one</strong> location (e.g. notice board or online) and are actively distributed to senior management only.</td>
<td>JHSC meeting minutes are posted in <strong>multiple</strong> locations and are actively distributed to designated workers and senior management only.</td>
<td>JHSC meeting minutes are posted in <strong>multiple</strong> locations and are actively distributed to designated workers and all levels of management.</td>
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Circle the description that best reflects your JHSC

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### 5.0 SUPPORT & RESOURCES

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</table>
| **5a) Time to prepare for and attend JHSC meetings and carry out committee activities**<br>
Circle the description that best reflects your JHSC | Time is not provided for members to prepare for and attend JHSC meetings and carry out committee activities. | Time is provided for members to attend JHSC meetings only. | Time is provided for members to prepare for and attend JHSC meetings. | Time is provided for members to prepare for and attend JHSC meetings and carry out some committee activities. | Time is provided for members to prepare for and attend JHSC meetings and carry out all committee activities. |
| Comments | ______________ | ______________ | ______________ | ______________ | ______________ |

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| **5b) Availability of occupational health and safety experts to your JHSC (e.g. infection control, radiation safety, health and safety coordinator)**<br>
Circle the description that best reflects your JHSC | Occupational health and safety experts are **never** available to attend JHSC meetings. | Occupational health and safety experts are **rarely** available to attend JHSC meetings. | Occupational health and safety experts are **sometimes** available to attend JHSC meetings. | Occupational health and safety experts are **usually** available to attend JHSC meetings. | Occupational health and safety experts are **always** available to attend JHSC meetings. |
| Comments | ______________ | ______________ | ______________ | ______________ | ______________ |
### 6.0 FORMAL WRITTEN RECOMMENDATIONS

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<tbody>
<tr>
<td>6a) Management addresses formal written recommendations* from the JHSC</td>
<td>Management <strong>never</strong> addresses formal written recommendations from the JHSC.</td>
<td>Management <strong>rarely</strong> addresses formal written recommendations from the JHSC.</td>
<td>Management <strong>sometimes</strong> addresses formal written recommendations from the JHSC.</td>
<td>Management <strong>usually</strong> addresses formal written recommendations from the JHSC.</td>
<td>Management <strong>always</strong> addresses formal written recommendations from the JHSC.</td>
</tr>
</tbody>
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Circle the description that best reflects your JHSC

**Comments**

*Formal recommendations are those written recommendations that are made by the JHSC to the employer for the improvement of the health and safety of workers.*
### 7.0 EDUCATION & TRAINING

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<tr>
<td><strong>7a) JHSC Certification Training:</strong> Part One (Basic Certification) and Part Two (Workplace-Specific Hazard Certification)</td>
<td>No JHSC members have completed Part One and Part Two Certification Training.</td>
<td>Only one JHSC worker member has completed Part One and Part Two Certification Training.</td>
<td>Two JHSC members (1 worker and 1 management), or the <strong>number</strong> specified by your approved multi-workplace terms of reference, have completed Part One and Part Two Certification Training.</td>
<td>More than two (including 1 worker and 1 mgmt.), or <strong>more than the number</strong> specified by your approved multi-workplace terms of reference*, but not all JHSC members have completed Part One and Part Two Certification Training.</td>
<td>All JHSC members have completed Part One and Part Two Certification Training.</td>
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*Circle the description that best reflects your JHSC*

Comments ____________________________________________________________

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<tbody>
<tr>
<td><strong>7b) Annual JHSC member training/education in addition to JHSC Certification Training (e.g. workplace inspections, work refusals)</strong></td>
<td>JHSC members and designated workers <strong>never</strong> receive annual JHSC-related training/education.</td>
<td>JHSC members and designated workers <strong>rarely</strong> receive annual JHSC-related training/education.</td>
<td>JHSC members and designated workers <strong>sometimes</strong> receive annual JHSC-related training/education.</td>
<td>JHSC members and designated workers <strong>usually</strong> receive annual JHSC-related training/education.</td>
<td>JHSC members and designated workers <strong>always</strong> receive annual JHSC-related training/education.</td>
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*Circle the description that best reflects your JHSC*

Comments ____________________________________________________________
### 8.0 MANDATE & OBJECTIVES

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<tr>
<td><strong>8a) Terms of reference</strong></td>
<td>Your JHSC has not developed or submitted a multi-workplace terms of reference to the Ministry of Labour for approval.</td>
<td>Your JHSC has an approved multi-workplace terms of reference but it has not been revised for some years and is not current.</td>
<td>Your JHSC has an approved and current multi-workplace terms of reference but <strong>no</strong> set of regularly renewed objectives (e.g. annual objectives).</td>
<td>Your JHSC has an approved and current multi-workplace terms of reference and some members actively contribute to a set of regularly renewed objectives (e.g. annual objectives).</td>
<td>Your JHSC has an approved and current multi-workplace terms of reference and <strong>all</strong> members actively contribute to a set of regularly renewed objectives (e.g. annual objectives).</td>
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**Circle the description that best reflects your JHSC**

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<tr>
<td><strong>8b) Meeting agendas</strong></td>
<td>No meeting agendas are developed.</td>
<td>Meeting agendas are introduced <strong>at</strong> the meeting only.</td>
<td>Meeting agendas are distributed a <strong>short time ahead</strong> of the meeting.</td>
<td>Meeting agendas are distributed <strong>well ahead</strong> of the meeting.</td>
<td>Meeting agendas are distributed <strong>well ahead</strong> of the meeting and members are invited to contribute agenda items.</td>
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**Circle the description that best reflects your JHSC**

Comments _____________

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Multi-Workplace Joint Health and Safety Committee Assessment Tool©
## 9.0 JHSC ACTIVITIES

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<tbody>
<tr>
<td>9a) Workplace inspections</td>
<td>JHSC worker members or designated workers do <strong>not</strong> conduct workplace inspections.</td>
<td>JHSC worker members or designated workers conduct <strong>irregular</strong> workplace inspections.</td>
<td>JHSC worker members or designated workers conduct <strong>monthly</strong> workplace inspections according to a predetermined schedule.</td>
<td>JHSC worker members or designated workers conduct monthly workplace inspections according to a predetermined schedule. During inspections JHSC members or designated workers <strong>occasionally</strong> engage with workers and promote safe work.</td>
<td>JHSC worker members or designated conduct monthly workplace inspections according to a predetermined schedule. During inspections JHSC members or designated workers <strong>always</strong> engage with workers and promote safe work.</td>
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*Circle the description that best reflects your JHSC*

Comments ____________________________________________________________
9.0 JHSC ACTIVITIES continued

If you have not experienced a critical injury** or fatality at your workplace, please skip this question and proceed to question 9c.

<table>
<thead>
<tr>
<th>JHSC Feature</th>
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<tr>
<td>9b) Participating in accident/injury investigations where a worker is killed or critically injured</td>
<td>Your JHSC is not informed of and not involved in investigations where a worker is killed or critically injured.</td>
<td>Your JHSC is informed of the outcome of investigations where a worker is killed or critically injured, but does not participate in the investigation.</td>
<td>A JHSC worker member is minimally involved (e.g. is a bystander) in investigations where a worker is killed or critically injured.</td>
<td>A JHSC worker member partially participates (e.g. helps to identify root causes) in investigations where a worker is killed or critically injured.</td>
<td>A JHSC worker member fully participates (e.g. identifies root causes and solutions, helps with report preparation and dissemination of findings) in investigations where a worker is killed or critically injured.</td>
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Comments __________________________________________________________________________________________

**A critical injury means an injury of a serious nature that, (a) places life in jeopardy, (b) produces unconsciousness, (c) results in substantial loss of blood, (d) involves the fracture of a leg or arm but not a finger or toe, (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe, (f) consists of burns to a major portion of the body, or (g) causes the loss of sight in an eye.
9.0 JHSC ACTIVITIES continued

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*If you have not experienced a work refusal*** at your workplace, please skip this question and proceed to question 9d.*

| 9c) Work refusals | JHSC members or designated workers are **not** informed of or involved in work refusals. | A JHSC worker member or designated worker is informed when work refusal investigations are being conducted **but does not** participate. | A JHSC worker member or designated worker is **minimally** involved (e.g. is a bystander) in work refusal investigations. | A JHSC worker member or designated worker **partially** participates (e.g. helps to identify root causes) in work refusal investigations. | A JHSC worker member or designated worker **fully** participates (e.g. identifies root causes and solutions, helps with report preparation and dissemination of findings) in work refusal investigations. |

Comments _____________________________________________________________________________________________

*** A work refusal is when a worker refuses to do particular work where he/she has reason to believe that the work or workplace is likely to endanger himself/herself or another worker.
### 9.0 JHSC ACTIVITIES continued

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<td>9d) Sharing reports with and consulting JHSC on occupational health and safety issues (e.g. accident or work refusal investigations, WSIB statistics, occupational health reports)</td>
<td>Management does <strong>not</strong> share occupational health and safety reports with JHSC and/or designated workers, or consult with JHSC and/or designated workers on occupational health and safety issues.</td>
<td>Management shares occupational health and safety reports with JHSC and/or designated workers but <strong>never</strong> consults with JHSC and/or designated workers on occupational health and safety issues.</td>
<td>Management shares occupational health and safety reports with JHSC and/or designated workers, and consults with JHSC and/or designated workers on industrial hygiene testing only.</td>
<td>Management shares occupational health and safety reports with JHSC and/or designated workers, consults with JHSC and/or designated workers on industrial hygiene testing and <strong>irregularly</strong> consults with JHSC on the development of occupational health and safety programs, policies and training.</td>
<td>Management shares occupational health and safety reports with JHSC and/or designated workers, consults with JHSC and/or designated workers on industrial hygiene testing and <strong>regularly</strong> consults with JHSC and/or designated workers on the development of occupational health and safety programs, policies, and training.</td>
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Comments ____________________________________________
### 10.0 VISIBILITY & LEADERSHIP

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<tr>
<td><strong>10a) Activities that your JHSC carries out to raise the profile of your committee and to communicate with workforce on occupational health and safety issues (e.g. hold an occupational health and safety day or event, present at departmental meetings, send out emails)</strong></td>
<td>Your JHSC never carries out activities to promote the committee or communicate with the workforce.</td>
<td>Your JHSC rarely carries out activities to promote the committee or communicate with the workforce.</td>
<td>Your JHSC sometimes carries out activities to promote the committee or communicate with the workforce.</td>
<td>Your JHSC often carries out activities to promote the committee or communicate with the workforce.</td>
<td>Your JHSC always carries out activities to promote the committee or communicate with the workforce.</td>
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Circle the description that best reflects your JHSC

Comments ___________________________
### 10.0 VISIBILITY & LEADERSHIP continued

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<tr>
<td>10b) Workers knowledge of the JHSC and perceptions of JHSC members as effective leaders for occupational health and safety</td>
<td>Workers have <strong>no</strong> knowledge of your JHSC and its role in occupational health and safety.</td>
<td>Workers have <strong>some</strong> knowledge of your JHSC but do not perceive JHSC members as effective leaders for occupational health and safety.</td>
<td>Workers have knowledge of your JHSC and JHSC members are perceived as <strong>satisfactory</strong> leaders for occupational health and safety.</td>
<td>Workers have knowledge of your JHSC and JHSC members are perceived as <strong>effective</strong> leaders for occupational health and safety.</td>
<td>Workers have knowledge of your JHSC and JHSC members are perceived as <strong>highly effective</strong> leaders for occupational health and safety. Workers are motivated by JHSC members.</td>
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*Circle the description that best reflects your JHSC*

Comments __________________________________________________________________________________________

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**Multi-Workplace Joint Health and Safety Committee Assessment Tool©**
Based on your assessment please identify the **top 3 priorities** for improving the effectiveness of your JHSC:

1. ______________________________________________
2. ______________________________________________
3. ______________________________________________
Guidance and Legal References:

1a) JHSC member identification

Guidance

*Multi-workplace Joint Health and Safety Committee Guidance*, Ontario Ministry of Labour, April 2012

https://www.labour.gov.on.ca/english/hs/pubs/jhsc/

Legal Reference

*Occupational Health and Safety Act*. Section 9 – Joint health and safety committee; subsection 9(32) - Posting of names and workplace locations.
https://www.ontario.ca/laws/statute/90o01

2b) JHSC member attendance at meetings

Guidance:

*Multi-workplace Joint Health and Safety Committee Guidance*, Ontario Ministry of Labour, April 2012

*Review: Multi-Workplace Joint Health and Safety Committees*,


Legal References

*Occupational Health and Safety Act.*
Section 9 - Joint health and safety committee; subsection 9(33) – Meetings.
https://www.ontario.ca/laws/statute/90o01

Multi-Workplace Joint Health and Safety Committee Assessment Tool©
4b) Posting and distribution of the meeting minutes

**Guidance:**
*Multi-workplace Joint Health and Safety Committee Guidance*, Ontario Ministry of Labour, April 2012:  

*A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace*, Ontario Ministry of Labour, March 2015:  
https://www.labour.gov.on.ca/english/hs/pubs/jhsc/

**Legal References**
*Occupational Health and Safety Act.*
Section 9 - Joint health and safety committee; subsection 9(22) - Minutes of proceedings.  
https://www.ontario.ca/laws/statute/90o01

5a) Time to prepare for and attend JHSC meetings and carry out committee activities

**Guidance**
*Multi-workplace Joint Health and Safety Committee Guidance*, Ontario Ministry of Labour, April 2012:  

*A Guide for Joint Health and Safety Committees and Health and Safety Representatives in the Workplace*, Ontario Ministry of Labour, March 2015:  
https://www.labour.gov.on.ca/english/hs/pubs/jhsc/

**Legal References**
*Occupational Health and Safety Act.*
Section 9 - Joint health and safety committee; subsection 9(34) – Entitlement to time from work.  
https://www.ontario.ca/laws/statute/90o01

5b) Availability of occupational health and safety experts to your JHSC (e.g. infection prevention and control, ergonomist, fire safety officer, health and safety coordinator)

Some examples of external experts include:
- Public health unit
- Engineers
- Occupational Hygienists
- Ergonomists
• Infection prevention and control specialists
• Environmental engineering consultants
• Emergency response agencies
• Local police detachment or fire hall
• Local, provincial or federal organizations (i.e. union, sector or employer associations; government agencies)

Provincially funded health and safety organizations such as Health and Safety Ontario (HSO) http://www.healthandsafetyontario.ca/HSO/Home.aspx, Occupational Health Clinics for Ontario Workers (OHCOW) http://www.ohcow.on.ca/ and the Workers Health and Safety Centre (WHSC) https://www.whsc.on.ca/Home

6a) Management addresses formal written recommendations* from the JHSC

Guidance:


Legal References
Section 9 - Joint health and safety committee; subsections 9(18) to 9(21) - powers of committee, powers of co-chairs, response to recommendations. https://www.ontario.ca/laws/statute/90o01

7a) JHSC Certification Training: Part One (Basic Certification) and Part Two (Workplace-Specific Hazard Certification)

Guidance

Legal References
*Occupational Health and Safety Act.*
Section 7 - Training programs. Section 9 - Joint health and safety committee; subsection 9(12) - Certification requirement. [https://www.ontario.ca/laws/statute/90o01](https://www.ontario.ca/laws/statute/90o01)

7b) Annual JHSC member training/ education in addition to JHSC Certification Training (e.g. workplace inspections, work refusals, accident investigations)

Guidance

Legal References
*Occupational Health and Safety Act.*
Section 9 - Joint health and safety committee; clause 9(3.2)(b) training for designated worker. [https://www.ontario.ca/laws/statute/90o01](https://www.ontario.ca/laws/statute/90o01)

8a) Terms of Reference

Guidance


Legal References
*Occupational Health and Safety Act.*
Section 9 - Joint health and safety committee; subsection 9(3)-9(3.3) - Minister’s order. [https://www.ontario.ca/laws/statute/90o01](https://www.ontario.ca/laws/statute/90o01)
8b) Meeting agendas


9a) Workplace Inspections

**Guidance**

*Multi-workplace Joint Health and Safety Committee Guidance*, Ontario Ministry of Labour, April 2012:  


**Legal References**

*Occupational Health and Safety Act.*

Section 9 - Joint health and safety committee; subsections 9(23)-9(27) – Inspections, subsection 9(28) - Schedule of inspections, subsection 9(3.2) - Minister’s Order. [https://www.ontario.ca/laws/statute/90o01](https://www.ontario.ca/laws/statute/90o01)

9b) Participating in accident/injury investigations where a worker is killed or critically injured.

**Guidance**


Legal References

Section 9 - Joint health and safety committee; subsection 9(31) – Investigation, Part VII Notices; subsections 51-53, Part VIII – Enforcement; subsection 54(3) – Representative to accompany inspector.
https://www.ontario.ca/laws/statute/90o01

9c) Work Refusals

Guidance


Multi-workplace Joint Health and Safety Committee Guidance, Ontario Ministry of Labour, April 2012.

Legal References

Section 9 - Joint health and safety committee; subsection 9(3.2) – Minister’s Order, Part V – Right to refuse or stop work where health or safety in danger; Section 43 – Refusal to work, Section 44 – Definition.
https://www.ontario.ca/laws/statute/90o01

9d) Sharing reports and consultation on OHS issues (e.g. accident or work refusal investigations, WSIB statistics, occupational health and safety reports)

Guidance

Multi-workplace Joint Health and Safety Committee Guidance, Ontario Ministry of Labour, April 2012. 


**Legal References**

*Occupational Health and Safety Act*. Section 9 – Joint health and safety committee; Clause 9(18)(d) – Powers of the committee. Section 11 - Industrial Hygiene Testing, Section 12 - Summary, Section 25; clause 25(2)(l) – Provide report, Section 32.0.3; subsection 32.0.3(3) – Violence risk assessment, Part IV – Toxic substances, Part V – right to refuse or stop work where health or safety in danger. 
https://www.ontario.ca/laws/statute/90o01

10a) Activities that your JHSC carries out to raise the profile of your committee and to communicate on OHS issues (e.g. hold an occupational health and safety day or event, present at departmental/site meetings, send out emails)

**Guidance**

https://www.ccohs.ca/oshanswers/hsprograms/hscommittees/measure.html

10b) Knowledge of the JHSC and perceptions of JHSC members as effective leaders for occupational health and safety

**Guidance**

https://www.ccohs.ca/oshanswers/hsprograms/hscommittees/measure.html