



JOINT HEALTH AND SAFETY COMMITTEE ASSESSMENT TOOL[©]

Purpose: To provide a guide for 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/>.

1.0 APPROACHABILITY

<i>JHSC Feature</i>	1	2	3	4	5
<p>1a) JHSC member identification</p> <p><i>Circle the description that best reflects your JHSC</i></p>	There is no list of committee members readily available.	A list of committee members is readily available, but is <u>not</u> posted publicly (e.g. either on a notice board or online).	The list of names of committee members is posted in only one place (e.g. either on a notice board or online).	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 <u>not</u> updated promptly.	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.
Comments _____					
<i>JHSC Feature</i>	1	2	3	4	5
<p>1b) JHSC member approachability</p> <p><i>Circle the description that best reflects your JHSC</i></p>	My JHSC is never contacted/ approached for advice on occupational health and safety issues.	My JHSC is rarely contacted/ approached for advice on occupational health and safety issues.	My JHSC is sometimes contacted/ approached for advice on occupational health and safety issues.	My JHSC is usually contacted/ approached for advice on occupational health and safety issues.	My JHSC is always contacted/ approached for advice on occupational health and safety issues.
Comments _____					

2.0 REPRESENTATION

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<i>JHSC Feature</i>	1	2	3	4	5
<p>2a) JHSC member participation during meetings</p> <p><i>Circle the description that best reflects your JHSC</i></p>	<p>Low participation in discussions during JHSC meetings by all members.</p>	<p>Participation in discussions by only a few worker and/or management JHSC members.</p>	<p>Participation in discussions by approximately half worker and/or management JHSC members.</p>	<p>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).</p>	<p>All JHSC members participate in discussions; no groups dominate the discussion (e.g. employer representatives or worker representatives, or other organizational group).</p>
Comments _____					
<i>JHSC Feature</i>	1	2	3	4	5
<p>2b) JHSC member attendance at meetings</p> <p><i>Circle the description that best reflects your JHSC</i></p>	<p>Your JHSC members never attend meetings.</p>	<p>Your JHSC members rarely attend meetings.</p>	<p>Your JHSC members sometimes attend meetings.</p>	<p>Your JHSC members usually attend meetings.</p>	<p>Your JHSC members always attend meetings.</p>
Comments _____					

3.0 COMMITMENT

<i>JHSC Feature</i>	1	2	3	4	5
<p><i>3a) JHSC member engagement and commitment to occupational health and safety</i></p> <p><i>Circle the description that best reflects your JHSC</i></p>	<p>Your JHSC members are never engaged and committed to occupational health and safety.</p>	<p>Your JHSC members are rarely engaged and committed to occupational health and safety.</p>	<p>Your JHSC members are sometimes engaged and committed to occupational health and safety.</p>	<p>Your JHSC members are usually engaged and committed to occupational health and safety.</p>	<p>Your JHSC members are always engaged and committed to occupational health and safety.</p>
<p>Comments _____</p>					

4.0 COMMUNICATION WITH WORKFORCE

<i>JHSC Feature</i>	1	2	3	4	5
<p>4a) JHSC communicates occupational health and safety information to members of the workforce (e.g. accident/injury/illness reports and statistics)</p> <p><i>Circle the description that best reflects your JHSC</i></p>	<p>Your JHSC never communicates occupational health and safety information to members of the workforce.</p>	<p>Your JHSC rarely communicates occupational health and safety information to members of the workforce.</p>	<p>Your JHSC sometimes communicates occupational health and safety information to members of the workforce.</p>	<p>Your JHSC usually communicates occupational health and safety information to members of the workforce.</p>	<p>Your JHSC always communicates occupational health and safety information to members of the workforce.</p>

Comments _____

<i>JHSC Feature</i>	1	2	3	4	5
<p>4b) Posting and distribution of the meeting minutes</p> <p><i>Circle the description that best reflects your JHSC</i></p>	<p>JHSC meeting minutes are not posted or distributed to the workforce.</p>	<p>JHSC meeting minutes posted are in one location (e.g. notice board or online) and are not distributed to the workforce.</p>	<p>JHSC meeting minutes are posted in one location (e.g. notice board or online) and are actively distributed to senior management only.</p>	<p>JHSC meeting minutes are posted in multiple locations and are actively distributed to senior management only.</p>	<p>JHSC meeting minutes are posted in multiple locations and are actively distributed to all levels of management.</p>

Comments _____

5.0 SUPPORT & RESOURCES

<i>JHSC Feature</i>	1	2	3	4	5
<p>5a) Time to prepare for and attend JHSC meetings and carry out committee activities</p> <p><i>Circle the description that best reflects your JHSC</i></p>	Time is not provided for members to prepare for and attend JHSC meetings and carry out committee activities (e.g. inspections).	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 (e.g. inspections).	Time is provided for members to prepare for and attend JHSC meetings and carry out all committee activities (e.g. inspections).

Comments _____

<i>JHSC Feature</i>	1	2	3	4	5
<p>5b) Availability of occupational health and safety experts to your JHSC (e.g. infection control, radiation safety, health and safety coordinator)</p> <p><i>Circle the description that best reflects your JHSC</i></p>	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

<i>JHSC Feature</i>	1	2	3	4	5
<p>6a) Management addresses formal written recommendations* from the JHSC</p> <p><i>Circle the description that best reflects your JHSC</i></p>	<p>Management never addresses formal written recommendations from the JHSC.</p>	<p>Management rarely addresses formal written recommendations from the JHSC.</p>	<p>Management sometimes addresses formal written recommendations from the JHSC.</p>	<p>Management usually addresses formal written recommendations from the JHSC.</p>	<p>Management always addresses formal written recommendations from the JHSC.</p>
<p>Comments _____</p>					

*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

<i>JHSC Feature</i>	1	2	3	4	5
<p>7a) JHSC member training: Part I Basic Certification Training</p> <p><i>Circle the description that best reflects your JHSC</i></p>	<p>No JHSC members have received <i>Part I Basic Certification Training</i>.</p>	<p>Only one JHSC worker member has received <i>Part I Basic Certification Training</i>.</p>	<p>Two JHSC members (1 worker and 1 management) have received <i>Part I Basic Certification Training</i>.</p>	<p>More than two (including 1 worker and 1 management) but not all JHSC members have received <i>Part I Basic Certification Training</i>.</p>	<p>All JHSC members have received <i>Part I Basic Certification Training</i>.</p>

Comments _____

<i>JHSC Feature</i>	1	2	3	4	5
<p>7b) JHSC member training: Part II Workplace-Specific Hazard Certification Training</p> <p><i>Circle the description that best reflects your JHSC</i></p>	<p>No JHSC members have received <i>Part II Workplace-Specific Hazard Certification Training</i>.</p>	<p>Only one JHSC worker member has received <i>Part II Workplace-Specific Hazard Certification Training</i>.</p>	<p>Two JHSC members (1 worker and 1 management) have received <i>Part II Workplace-Specific Hazard Certification Training</i>.</p>	<p>More than two (including 1 worker and 1 management) but not all JHSC members have received <i>Part II Workplace-Specific Hazard Certification Training</i>.</p>	<p>All JHSC members have received <i>Part II Workplace-Specific Hazard Certification Training</i>.</p>

Comments _____

7.0 EDUCATION & TRAINING continued

<i>JHSC Feature</i>	1	2	3	4	5
<p><i>7c) Annual JHSC member training/education, in addition to <u>Certification Training</u> (e.g. on topics such as workplace inspections, work refusals, accident investigations)</i></p> <p><i>Circle the description that best reflects your JHSC</i></p>	JHSC members never receive annual JHSC-related training/education.	JHSC members rarely receive annual JHSC-related training/education.	JHSC members sometimes receive annual JHSC-related training/education.	JHSC members usually receive annual JHSC-related training/education.	JHSC members always receive annual JHSC-related training/education.

Comments _____

8.0 MANDATE & OBJECTIVES

<i>JHSC Feature</i>	1	2	3	4	5
<p>8a) Terms of reference</p> <p><i>Circle the description that best reflects your JHSC</i></p>	Your JHSC has no terms of reference or objectives.	Your JHSC has vague terms of reference and objectives.	Your JHSC has clear terms of reference, but no set of regularly renewed objectives (e.g. annual objectives).	Your JHSC has clear terms of reference and some members actively contribute to a set of regularly renewed objectives (e.g. annual objectives).	Your JHSC has clear terms of reference and all members actively contribute to a set of regularly renewed objectives (e.g. annual objectives).

Comments _____

<i>JHSC Feature</i>	1	2	3	4	5
<p>8b) Meeting agendas</p> <p><i>Circle the description that best reflects your JHSC</i></p>	No meeting agendas are developed.	Meeting agendas are introduced at the meeting only.	Meeting agendas are distributed a short time ahead of the meeting.	Meeting agendas are distributed well ahead of the meeting.	Meeting agendas are distributed well ahead of the meeting and members are invited to contribute agenda items.

Comments _____

9.0 JHSC ACTIVITIES

<i>JHSC Feature</i>	1	2	3	4	5
<p>9a) Workplace inspections</p> <p><i>Circle the description that best reflects your JHSC</i></p>	JHSC worker members do not conduct workplace inspections.	JHSC worker members conduct irregular workplace inspections.	JHSC worker members conduct monthly workplace inspections according to a predetermined schedule.	JHSC worker members conduct monthly workplace inspections according to a predetermined schedule. During inspections JHSC members occasionally engage with workers and promote safe work.	JHSC worker members conduct monthly workplace inspections according to a predetermined schedule. During inspections JHSC members always engage with workers and promote safe work.

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.**

<i>JHSC Feature</i>	1	2	3	4	5
<p>9b) Participating in accident/injury investigations where a worker is killed or critically injured</p> <p><i>Circle the description that best reflects your JHSC</i></p>	The JHSC is not informed of <u>and</u> not involved in investigations where a worker is killed or critically injured.	The JHSC is informed of the outcome of investigations where a worker is killed or critically injured, but <u>does not</u> participate in the investigation.	A JHSC <i>worker</i> member is minimally involved (e.g. is a bystander) in investigations where a worker is killed or critically injured.	A JHSC <i>worker</i> member partially participates (e.g. helps to identify root causes) in investigations where a worker is killed or critically injured.	A JHSC <i>worker</i> 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.

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					
JHSC Feature	1	2	3	4	5
If you have not experienced a work refusal*** at your workplace, please skip this question and proceed to question 9d.					
9c) Work refusals <i>Circle the description that best reflects your JHSC</i>	JHSC members are not informed of or involved in work refusals.	A JHSC <i>worker</i> member is informed when work refusal investigations are being conducted but does not participate.	A JHSC <i>worker</i> member is minimally involved (e.g. is a bystander) in work refusal investigations.	A JHSC <i>worker</i> member partially participates (e.g. helps to identify root causes) in work refusal investigations.	A JHSC <i>worker</i> member 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

<i>JHSC Feature</i>	1	2	3	4	5
<p><i>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)</i></p> <p><i>Circle the description that best reflects your JHSC</i></p>	<p>Management does not share occupational health and safety reports with JHSC or consult with JHSC on occupational health and safety issues.</p>	<p>Management shares occupational health and safety reports with JHSC but never consults with JHSC on occupational health and safety issues.</p>	<p>Management shares occupational health and safety reports with JHSC <u>and</u> consults with JHSC on industrial hygiene testing only.</p>	<p>Management shares occupational health and safety reports with JHSC, consults with JHSC on industrial hygiene testing and irregularly consults with JHSC on the development of occupational health and safety programs, policies and training.</p>	<p>Management shares occupational health and safety reports with JHSC, consults with JHSC on industrial hygiene testing and regularly consults with JHSC on the development of occupational health and safety programs, policies, and training.</p>

Comments _____

10.0 VISIBILITY & LEADERSHIP

<i>JHSC Feature</i>	1	2	3	4	5
<p><i>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)</i></p> <p><i>Circle the description that best reflects your JHSC</i></p>	<p>Your JHSC never carries out activities to promote the committee or communicate with the workforce.</p>	<p>Your JHSC rarely carries out activities to promote the committee or communicate with the workforce.</p>	<p>Your JHSC sometimes carries out activities to promote the committee or communicate with the workforce.</p>	<p>Your JHSC often carries out activities to promote the committee or communicate with the workforce.</p>	<p>Your JHSC always carries out activities to promote the committee or communicate with the workforce.</p>

Comments _____

10.0 VISIBILITY & LEADERSHIP continued

<i>JHSC Feature</i>	1	2	3	4	5
<p><i>10b) Workers knowledge of the JHSC and perceptions of JHSC members as effective leaders for occupational health and safety</i></p> <p><i>Circle the description that best reflects your JHSC</i></p>	Workers have no knowledge of your JHSC and its role in occupational health and safety in the workplace.	Workers have some knowledge of your JHSC but do not perceive JHSC members as effective leaders for occupational health and safety.	Workers have knowledge of your JHSC and JHSC members are perceived as satisfactory leaders for occupational health and safety.	Workers have knowledge of your JHSC and JHSC members are perceived as effective leaders for occupational health and safety.	Workers have knowledge of your JHSC and JHSC members are perceived as highly effective leaders for occupational health and safety. Workers are motivated by JHSC members.
<p>Comments _____</p>					

Based on your assessment please identify the **top 3 priorities** for improving the effectiveness of your JHSC:

1. _____

2. _____

3. _____