**Sample HSC Self-Assessment 1**

1. **Purpose of the HSC**

Do all members understand the purpose of the HSC Committee?

1. **Employer Support**

Does the HSC cooperate with the employer in all H&S initiatives at the work site?

Does the employer consult with the HSC during the development of the H&S program?

Does the employer consult with the HSC when scheduling work site inspections?

Does the HSC participate in the work site inspections?

Does the HSC work with the employer to resolve work refusals?

Does the employer and the HSC work together to monitor the H&S program?

Are the names of the HSC members posted in a prominent place at the work site?

1. **HSC Training**

Have all HSC members and co-chairs received training in:

The roles and responsibilities of co-chairs and representatives

The roles and responsibilities of HSC members

Work site party obligations?

Worker’s rights under the OHS Act?

1. **Employer Representatives, Worker Representatives and Areas Represented**

Is the number of employer representatives on the HSC satisfactory?

Is the number of worker representatives on the HSC satisfactory?

Are all the work areas of the work site represented on the HSC?

1. **Term on the HSC**

Have HSC members been elected or appointed based on members’ term on the committee?

1. **HSC Co-Chairs**

Were the co-chairs elected by their respective groups?

1. **Duties of the HSC Co-Chairs**

Do HSC co-chairs:

Take turns chairing HSC committee meetings?

Schedule HSC committee meeting in consultation with other members?

Encourage participation of all members during HSC committee meetings?

Involve members in problem solving and decision making?

Send recommendations, with supporting documents to the employer when appropriate?

Assign members of the HSC Committee to follow up on recommendations?

Provide the secretary with agenda items two weeks prior to each HSC committee meeting?

Review incident statistics?

Invite special guests to attend HSC meetings when appropriate?

Sign minutes?

Ensure the minutes are distributed appropriately?

Take part in work refusals where appropriate?

1. **HSC Secretary**

Note: If no secretary exists, ensure these duties are performed by another member of the committee.

Does the secretary attend all regularly scheduled HSC committee meetings?

1. **Duties of the HSC Secretary**

Does the secretary:

Maintain accurate records?

Prepare the agenda for each regularly scheduled HSC meeting?

Distribute the agenda to HSC members a week prior to each meeting?

Take minutes of HSC meetings?

Post the minutes in the appropriate places as outlined in the terms of reference?

Within one week after the meeting, distribute minutes to

* The employer?
* HSC members?
* The location for employees to review?

1. **HSC Meetings**

Did the HSC meet at least quarterly in the last year?

1. **Quorum for HSC meetings**

Was there a quorum present for every HSC meeting?

If there was a HSC member who could not attend regularly schedule meetings, was the correct process followed according to the terms of reference?

1. **Special Meetings**

Was the correct process followed if special HSC meetings were called?

1. **HSC Meeting Agenda**

Was an agenda prepared for each HSC meeting?

Were HSC members and other staff asked for their H&S concerns?

Was the agenda used to keep HSC meetings on track?

Was each agenda item reviewed to determine:

* If it is related to the OHS program?
* If action was required?

Were agenda items concluded by definite recommendations for action?

If items required action, were they put on the agenda for the next meeting?

If items required follow up, were they put on the agenda for the next meeting?

Were unfinished items always put on the agenda for the next meeting?

Did HSC members always provide a status report when assigned items for action, follow up, or on recommendations?

1. **Issues Not to be Discussed at HSC Meetings**

Were all agenda items not related to OH&S forwarded to the appropriate people within the work site?

1. **Records to be Reviewed and Maintained by the HSC**

Did the HSC maintain:

Work Site inspection reports?

Incident investigation reports?

Workers H&S concerns and how they were resolved?

Hazard recognition, evaluation and control?

Purchase orders for new equipment or furniture?

Documentation of employer’s response to recommendations?

Other reports related to the HSC program at the work site?

1. **Monitoring the HSC Program**

Did the HSC participate in the HSC program?

Did the chair/co-chairs ensure the following components of the HSC were formally monitored in the past year:

Management Leadership and Organizational Commitment?

Hazard Identification and Assessment?

Hazard Control?

Qualifications, Orientation and Training?

Safety of other parties in the work environment?

Inspections?

Emergency Response?

Incident Investigation?

System Administration?

1. **Making Recommendations**

Are the decisions by the HSC reached through consensus?

Were the following steps used when making recommendations:

Issue identified?

Supporting information reviewed?

Alternate solutions generated?

Recommendation made?

Recommendation (with supporting information) forwarded to Employer?

Employer responds to recommendation within 30-day timeframe?

Was each step used to make recommendations documented?

Were all recommendations forwarded to the appropriate person?

1. **Follow-up on Recommendations**

Do HSC members follow-up on corrective action appropriately and report back to the committee until such time as the corrective action is implemented?

Do HSC members monitor corrective action to ensure it is effective?

Are HSC members assigned responsibility for follow-up on recommendations?

1. **Evaluating the HSC**

Was a copy of this evaluation completed and a copy sent to the employer by December 31?

1. **Reviewing the Terms of Reference**

Were the Terms of Reference reviewed?

* If changes were made to the Terms of Reference due to the review, did the employer sign and date the new document?
* If changes were made to the Terms of Reference due to the review, did the chair or both co-chairs sign and date the new document?

1. **Signatures**

Was the Terms of Reference signed by the employer?

Was the Terms of Reference signed by the employer co-chair?

Was the Terms of Reference signed by the worker co-chair?

*Source: Adapted from SafeWork Newfoundland & Labrador; Occupational Health and Safety Committees Booklet; p. 53-57;* [*http://www.whscc.nl.ca/download.aspx?ID=80853167-7d7e-4688-b0b3-4c53d918ef32*](http://www.whscc.nl.ca/download.aspx?ID=80853167-7d7e-4688-b0b3-4c53d918ef32)