**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)