**Sample HSC Self-Assessment 2**

Committee Name: Location:

Completed By: Date:

The HSC can conduct a self-assessment to see if the committee is set up and functioning as required (e.g. As part of an annual OH&S program review). The self-assessment process is made up of three parts:

* **Self-Assessment Checklist** – identify items that make the committee compliant and effective
* **Action Plan** – identify items that need attention
* **(Optional) Scoring Sheet** – measure and compare the committee’s performance over time

**Self-Assessment Checklist – Directions**

* Answer each statement by checking Yes or No.

|  |  |
| --- | --- |
| Items | Status |
| **Terms of Reference** |  |
| 1. Committee has written Terms of Reference that establish the committee’s rules of procedure.

Terms of Reference should at least include information on:[ ]  The terms of office for HSC members[ ]  The frequency of meetings[ ]  Selecting co-chairs[ ]  Selecting worker members that represent the employee’s workers[ ]  Conducting meetings[ ]  Forwarding health and safety concerns to the employer[ ]  Replacing a member during their term of office[ ]  Resolving disputes if the HSC can’t agree on a recommendation to the employer[ ]  Addressing circumstances where HSC members are not carrying out their duties | [ ]  Yes | [ ]  No |
| **Membership**1. There are a minimum of 4 members, worker and employer representatives from and representing the work site.
2. The number of employer representatives does not exceed the number of worker representatives.
3. Worker representatives have selected 1 co-chair.
4. Employer representatives have selected 1 co-chair.
5. Names and work locations of committee members and alternates are posted.
 | [ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes | [ ]  No[ ]  No[ ]  No[ ]  No[ ]  No |
| **Duties and Functions**1. Identify unhealthy or unsafe workplace situations and advise on effective systems for responding to those situations.
2. Consider and quickly deal with complaints relating to the health and safety of workers.
3. Consult with workers and employer on issues related to OH&S and work environment.
4. Advise employer on work site programs and policies required under the OH&S Regulation and monitor their effectiveness.
5. Advise employer on proposed changes to the work site or work processes that may affect the health or safety of workers.
6. Make recommendations to the employer on educational programs promoting health and safety of workers and compliance with the OH&S Regulation, and monitor program(s) effectiveness.
7. Ensure incident investigations and regular inspections are carried out as required.
8. Assign representatives to participate in inspections as required.
9. Assign representatives to participate in incident investigations as required.
10. Assign representatives to participate in inquiries as required.
 | [ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes | [ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No |
| **Meeting Activities**1. Meet regularly at least each quarter.
2. Use OH&S Regulation and standards as guidance for issues discussed.
3. Consider employee OH&S suggestions.
4. Review and comment on inspection reports.
5. Review and comment on reports of incidents and illness.
6. Confirm for each action item in reports that an individual was assigned, a deadline for completion was set, and follow-up was done to make sure action items were completed.
7. Prepare a report for each meeting. Provide a copy to the employer.
 | [ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes | [ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No |
| **Committee Recommendations**1. Write recommendations that are:

[ ]  Directly related to health and safety[ ]  Doable (reasonably capable of being done)[ ]  Complete (clearly described so the employer does not need more information to make a decision.1. Send recommendation(s) to the employer asking for a written response within 30 calendar days.
 | [ ]  Yes[ ]  Yes | [ ]  No[ ]  No |
| **Other Activities**1. Attend OH&S training courses.
2. Current meeting minutes are posted.
3. Past meeting minutes (kept for at least 3 years from date of meeting) are readily accessible to HSC members and workers.
 | [ ]  Yes[ ]  Yes[ ]  Yes | [ ]  No[ ]  No[ ]  No |

**Action Plan – Directions**

* Identify which checklist item(s) need follow-up.
* Explain what needs to be done and identify the person responsible and the recommended date of completion.
* Track action items that have been completed. As each action has been completed, check the ‘completed’ box.

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| --- | --- | --- | --- | --- |
| **Item #** | **Action Required** | **Action by (person)** | **Target Date** | **Completed** |
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*Note: the (Optional) Scoring Sheet is on the following page.*

**(Optional) Scoring Sheet – Directions**

* Fill out the Self-Assessment Checklist
* For every ‘Yes’, give the assigned score listed in column A.
* For every ‘No’, give a score of zero ( 0 ) in column B.
* Add up the total of column A and B. This will give you an Initial Score for your committee’s performance.
* **After completing the Action Plan for column B items,** give the improved score listed in Column C.
* Take the best score of A or C for each item, and list it in Column D.
* Add up the total of Column D. This will give you a Score After Action Plan for your committee’s performance.

| **Item** | **A. Yes** | **B. No** | **C. Corrected Action Plan** | **D. Score after using the Action Plan (best score from A or C)** |
| --- | --- | --- | --- | --- |
|  | Score |  | Score |  | Score |
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| **Total A:** |  |  |  | **Total B:** |  |

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| --- | --- | --- | --- | --- |
| **Initial Score****(Total A + B):** |  |  | **Score After Action Plan** **(Total D):** |  |

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| --- | --- |
| **Score** | **Performance\*** |
| Less than 35 | Immediate action should be taken. An effective HSC is not in place. |
| 35 to 59 | Some safety and health activities exist but better planning and organization is required. |
| 60 to 84 | HSC is active and underway but need fine tuning. |
| 85 | HSC meets recommended minimum compliance level. |
| 86 to 100 | HSC exceeds minimum compliance level. |

*\*Note performance scores are only a guideline. Other factors to consider include health and safety performance in the workplace, compliance with the WBC Act and the OH&S Regulation, degree of hazard associated with violations, etc.*

(Worksafe BC)