

HEALTH AND SAFETY



COMMITTEE AUDIT

CUPE

HEALTH AND SAFETY COMMITTEE AUDIT

PURPOSE

This audit is designed for established health and safety committees that want to assess their health and safety program and their committee's effectiveness. It will help committees identify gaps and set priorities for continued improvement.

Committees that are new or still developing their core processes should begin with CUPE's Health and Safety Committee Self-Evaluation Checklist, which focuses on basic committee functions.

CONTENT

This audit has three sections. Each section contains checklists that focus on different aspects of health and safety in the workplace.

The checklists cover:

- how health and safety is organized and managed in the workplace
- whether the employer and the committee are meeting legal requirements
- how the committee carries out its day-to-day work

Section 1: Health and safety program

Checklists

1. Health and safety program
2. Violence and harassment program
3. Employer responsibilities
4. Supervisor responsibilities
5. Workplace hazards
6. Role of the union

Section 2: Health and safety committee: Legal obligations

Checklists

1. Duties and functions
2. Selection, membership and procedures
3. Support and resources
4. Training, education and certification
5. Recommendations

Section 3: Health and safety committee: Effectiveness

Checklists

1. Terms of reference
2. Meeting preparation, attendance and participation
3. Minutes and annual reports
4. Work refusals
5. Communication
6. Workplace inspections
7. Incident investigations

Section 4: Audit results

1. Reflection

COMPLETING THE AUDIT

The audit should be completed by the CUPE worker representatives of the health and safety committee. Committees can complete the full audit or focus only on the checklists that best match their current priorities and capacity.

The audit does not mention specific occupational health and safety laws. It focuses on best practices that apply across Canada.

Discuss any “no” answers, comments or outstanding items with your health and safety committee, local executive and CUPE health and safety representative. If an item is not required by the legislation governing your workplace, consider bringing it to the bargaining table.

To complete the audit, you will need:

- Committee terms of reference (rules of procedure)
- Meeting minutes
- Annual reports, if applicable
- Training records for each committee member
- Written recommendations made by the committee to the employer and employer responses
- Workplace inspection reports
- Employer incident investigation reports, corrective action reports and near-miss incident reports
- Notes from discussions with committee members
- Any previous evaluations of the committee
- Your local union bylaws
- A copy of the health and safety legislation that applies to your workplace
- Other relevant records

For each checklist, include:

- Employer’s name (legal name and trade name)
 - Name and location of the workplace or part of the workplace represented by the committee
 - Date the checklist was completed
 - Name(s) of the person or people who completed the checklist
- 

SECTION 1: HEALTH AND SAFETY PROGRAM

CHECKLIST 1: HEALTH AND SAFETY PROGRAM

A health and safety program is a plan to prevent injuries and illness at work. It is a set of activities, responsibilities and practices that all work together to keep workers safe. All workplaces should have a health and safety program. In some jurisdictions, it is required by law. Strong programs should cover the items in this checklist.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Does the employer have a formal health and safety program?			
2	Does the program clearly define its purpose and goals?			
3	Does the program clearly set out the roles and responsibilities of workers?			
4	Does the program clearly set out the roles and responsibilities of supervisors?			
5	Does the program clearly set out the roles and responsibilities of management?			
6	Does the program include a hazard identification system?			
7	Does the program include controls to reduce or eliminate hazards?			
8	Does the program set out clear procedures for the regular inspection of work areas?			
9	Does the program set out clear procedures for the regular inspection of equipment and tools?			
10	Does the program set out clear procedures for the regular inspection of work practices?			
11	Does the program include written safe operating procedures for workers?			
12	Does the program include a clear process for reporting injuries and illnesses?			
13	Does the program set out clear procedures to investigate health and safety incidents?			
14	Following an investigation, does the program include clear procedures to prevent similar incidents from happening again?			

	Question	Yes	No	Comments
15	Does the program include clear procedures for collecting and tracking safety data, like injuries, exposures and incidents of violence?			
16	Does the program require health and safety training for all workers, including new and returning workers?			
17	Does the program require health and safety training for all workers when work changes or after accidents and incidents?			
18	Does the program include procedures for supervising workers?			
19	Does the program include a formal work refusal process that follows the law?			
20	Does the program include an emergency response plan?			
21	Does the program include a medical monitoring process for agents and substances that can cause long-term effects, like asbestos or noise?			

If you answered “no” or are unsure about any question, provide details here:



SECTION 1: HEALTH AND SAFETY PROGRAM

CHECKLIST 2: VIOLENCE AND HARASSMENT PROGRAM

Violence and harassment are common in many workplaces. All Canadian jurisdictions have laws on workplace violence and harassment. Violence and harassment programs can help prevent incidents and support workers. Strong violence and harassment programs should cover the items in this checklist. In some jurisdictions, these requirements may be set out in a policy rather than in a program. In others, violence and harassment are addressed through separate requirements instead of a single combined program.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Does the workplace have a violence and harassment program?			
2	Does the program clearly define violence?			
3	Does the program clearly define harassment?			
4	Does the program clearly define its purpose and goals?			
5	Does the program clearly set out the roles and responsibilities of workers?			
6	Does the program clearly set out the roles and responsibilities of supervisors?			
7	Does the program clearly set out the roles and responsibilities of management?			
8	Does the program require violence and harassment training for all workers?			
9	Does the program include clear steps for reporting violence and harassment?			
10	Does the program include a clear procedure for investigating incidents of violence and harassment?			
11	Does the program include provisions for cyberbullying?			
12	Does the program include provisions for workers experiencing domestic violence?			
13	Does the program include controls to prevent violence and harassment?			
14	Does the program include clear procedures for collecting and tracking data on incidents?			
15	Does the program include a formal process to debrief workers after incidents?			

If you answered “no” or are unsure about any question, provide details here:



SECTION 1: HEALTH AND SAFETY PROGRAM

CHECKLIST 3: EMPLOYER RESPONSIBILITIES

Employers are required by law to take every reasonable precaution to protect workers' health and safety. This checklist covers common employer responsibilities. Check the occupational health and safety legislation that applies to your workplace to find additional employer responsibilities.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Does the employer ensure the health and safety of the employer's workers and other workers present at the workplace?			
2	Does the employer have health and safety policies?			
3	Does the employer have a formal health and safety program?			
4	Does the employer clearly explain health and safety roles and responsibilities to workers?			
5	Does the employer clearly explain health and safety roles and responsibilities to supervisors?			
6	Does the employer clearly explain health and safety roles and responsibilities to managers?			
7	Does the employer give clear direction to the people responsible for health and safety?			
8	Does the employer give the people responsible for health and safety the authority to carry out their responsibilities?			
9	Does the employer consult and cooperate with people who carry out health and safety duties, including committee members and government inspectors?			
10	Does the employer provide workers with the information, training and supervision they need to work safely?			
11	Does the employer provide supervisors with the training and support they need to carry out their health and safety responsibilities?			
12	Does the employer provide and maintain required protective equipment?			

	Question	Yes	No	Comments
13	Does the employer ensure required protective equipment is used properly?			
14	Does the employer make sure that required health and safety laws and documents are easy for workers to access and review?			
15	Does the employer regularly inspect the workplace to identify hazards?			
16	Does the employer correct hazards quickly when they are identified?			
17	Does the employer develop and maintain written safe work procedures?			
18	Does the employer follow up on issues raised by workers and the committee?			
19	Does the employer review health and safety and violence and harassment policies at least once a year?			
20	Does the employer consult the health and safety committee when creating policies, procedures or plans?			
21	Does the employer consult the health and safety committee when revising policies, procedures or plans?			

If you answered “no” or are unsure about any question, provide details here:



SECTION 1: HEALTH AND SAFETY PROGRAM

CHECKLIST 4: SUPERVISOR RESPONSIBILITIES

Supervisors are required by law to take every reasonable precaution to protect workers' health and safety. This checklist covers common supervisor responsibilities. Check the occupational health and safety legislation that applies to your workplace to find additional supervisor responsibilities.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Do supervisors ensure the health and safety of the employer's workers and other workers present at the workplace?			
2	Do supervisors know the health and safety laws that apply to their workplace?			
3	Do supervisors make sure health and safety laws are followed?			
4	Do supervisors make workers aware of known and foreseeable health and safety hazards?			
5	Do supervisors consult and cooperate with people who carry out health and safety duties, including committee members and government inspectors?			
6	Do supervisors make sure required protective equipment is available?			
7	Do supervisors make sure required protective equipment is maintained?			
8	Do supervisors make sure required protective equipment is worn properly?			
9	Do supervisors investigate reported unsafe conditions without delay?			
10	Do supervisors make sure unsafe conditions are corrected without delay?			
11	Do supervisors follow the legal work refusal process?			

If you answered “no” or are unsure about any question, provide details here:

A large, empty rectangular box with a thin red border, occupying the upper half of the page. It is intended for the user to provide details if they answered "no" or are unsure about any question.

SECTION 1: HEALTH AND SAFETY PROGRAM

CHECKLIST 5: WORKPLACE HAZARDS

Every workplace has hazards that can affect workers' safety. This checklist reflects legal requirements across Canada and best practices for identifying and controlling those hazards. Some items may not apply to your workplace.

Note: Workplace hazards include chemicals, biological materials, noise, vibration, radiation, electromagnetic fields, extreme temperatures, poor ergonomics, ladders, asbestos and infectious diseases. This list is not complete.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Are regular risk assessments done with the health and safety committee?			
2	Are there written policies and procedures to control workplace hazards?			
3	Does the workplace have a workplace hazardous materials information system (WHMIS) program?			
4	Is information about hazardous materials shared with workers?			
5	Are up-to-date Safety Data Sheets (SDS) easy for workers to access?			
6	Are warning signs posted where hazards exist?			
7	Do new workers receive training on working safely with hazardous materials?			
8	Do all workers receive ongoing safety training?			
9	Is hazardous materials information reviewed by the committee at least once a year?			
10	Does the workplace have an exposure control plan?			
11	Do workers know what to do if they are exposed to a hazard?			
12	Do workers know how to report a work-related injury or illness?			
13	Is there a first aid program in place?			
14	Is there an employee assistance program?			
15	Are workers fit-tested for required protective equipment?			

	Question	Yes	No	Comments
16	Is there a lockout/tagout policy?			
17	Is there a working alone policy?			
18	Are the health and safety committee and union notified right away when a serious injury or fatality occurs?			
19	Does the employer provide a written report after serious incidents?			
20	Is the health and safety committee involved in serious accident investigations?			
21	Do health and safety committee members know what to do after a serious injury or fatality?			
22	Do workers know what to do if the employer retaliates against them for raising health and safety concerns or filing a compensation claim?			
23	Does the health and safety committee receive redacted information about workers' compensation claims for work-related injuries or illnesses?			
24	Does the health and safety committee receive redacted workplace incident reports?			

If you answered “no” or are unsure about any question, provide details here:



SECTION 1: HEALTH AND SAFETY PROGRAM

CHECKLIST 6: ROLE OF THE UNION

Local union executives need to be familiar with health and safety work, training and resources. The union should have established processes for the health and safety committee, local executive and general membership to regularly share information and resources. Local bylaws should also clearly explain how the health and safety committee works.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Do local executive members understand employer and supervisor duties under occupational health and safety law?			
2	Do local executive members understand how to file health and safety complaints?			
3	Do local executive members understand the process to refuse unsafe work?			
4	Have local executive members completed CUPE Education's Introduction to Health and Safety workshop?			
5	Have health and safety committee members completed CUPE Education's Introduction to Health and Safety workshop?			
6	Are local executive members familiar with the health and safety resources available at cupe.ca?			
7	Are health and safety committee members familiar with the health and safety resources available at cupe.ca?			
8	Does the local executive have a copy of CUPE's Health and Safety Committee Resource Kit?			
9	Do the health and safety committee members have a copy of CUPE's Health and Safety Committee Resource Kit?			
10	Does the local executive have a copy of CUPE's Violence and Harassment Prevention Kit?			
11	Do health and safety committee members have a copy of CUPE's Violence and Harassment Prevention Kit?			

	Question	Yes	No	Comments
12	Is there a clear communication process between the health and safety committee and the local executive?			
13	Is there a designated health and safety contact person on the local executive?			
14	Is health and safety a standing agenda item at local executive meetings?			
15	Do health and safety committee members provide a report before every local executive meeting?			
16	Is health and safety a standing agenda item at general membership meetings?			
17	Do local bylaws explain how health and safety committee members are selected?			
18	Do local bylaws specify health and safety committee member term limits?			
19	Are the expectations for health and safety committee member attendance and participation at committee meetings clearly laid out in the local's bylaws?			
20	Do health and safety committee members regularly share health and safety information with the local executive?			

If the health and safety committee members share information with the local executive, which of the following do they provide:

	Record type	Yes	No	Comments
20.1	Health and safety committee meeting minutes			
20.2	Workplace inspection reports			
20.3	Orientation records			
20.4	Investigation reports			
20.5	Written recommendations from the health and safety committee and employer responses			
20.6	Government compliance orders			
20.7	Employer health and safety policies and procedures			
20.8	Anonymized injury, exposure and fatality data			
20.9	Results of health and safety-related environmental testing			
20.10	External reports			
20.11	Other			

If you answered “no” or are unsure about any question, provide details here:



SECTION 2: HEALTH AND SAFETY COMMITTEE: LEGAL OBLIGATIONS

CHECKLIST 1: DUTIES AND FUNCTIONS

Use this checklist to review how the committee has carried out its duties and functions as required by law over the past 12 months. When completing the checklist, refer to relevant health and safety legislation and any related records or documents. Attach copies for reference.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

Over the past 12 months, has the committee:

	Question	Yes	No	Comments
1	Identified situations that may be unhealthy or unsafe for workers?			
2	Reviewed incident and near-miss reports to identify trends?			
3	Advised the employer on effective ways to respond to unsafe situations?			
4	Responded promptly to health and safety complaints?			
5	Consulted with workers on health and safety issues?			
6	Consulted with the employer on health and safety issues?			
7	Made recommendations to the employer to improve workplace health and safety?			
8	Recommended education and training programs?			
9	Reviewed the effectiveness of education and training programs?			
10	Advised the employer on required health and safety programs and policies?			
11	Reviewed proposed changes to the workplace, equipment or work processes that may affect worker health and safety?			
12	Ensured accident investigations are carried out?			
13	Ensured regular workplace inspections are carried out?			
14	Participated in inspections?			

	Question	Yes	No	Comments
15	Participated in investigations?			
16	Participated in risk assessments?			
17	Participated in inquiries?			
18	Participated in the process for resolving refusals of unsafe work?			
19	Observed health and safety monitoring, sampling and measurements?			
20	Participated in workplace inspections with provincial inspectors?			
21	Provided copies of the meeting minutes to the employer?			

If you answered “no” or are unsure about any question, provide details here:



SECTION 2: HEALTH AND SAFETY COMMITTEE: LEGAL OBLIGATIONS

CHECKLIST 2: SELECTION, MEMBERSHIP AND PROCEDURES

Use this checklist to review whether the health and safety committee's selection, membership and procedures meet the requirements of occupational health and safety legislation. When completing the checklist, refer to relevant health and safety legislation and any related records or documents. Attach copies for reference.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Does the committee have the required number of members for the size of the workplace?			
2	Does the committee adjust the number of members when the number of employees changes?			
3	Does the committee include both worker and employer representatives?			
4	Do worker representatives make up at least half of the committee?			
5	Does the committee have two co-chairs (one chosen by worker representatives and one by employer representatives)?			
6	Are worker representatives selected according to legislated procedures?			
7	Are employer representatives selected according to legislated procedures?			
8	Does the committee meet as often as is required by law?			
9	Does the committee prepare meeting minutes?			
10	Does the committee provide copies of the meeting minutes to the employer, as required by law?			
11	Does the committee provide copies of the meeting minutes to the local union?			
12	Does the committee have written terms of reference (rules of procedure)?			

	Question	Yes	No	Comments
13	In workplaces with more than one CUPE local or more than one union, are all locals represented on the committee?			
14	Are committee vacancies filled as soon as possible?			
15	Does the committee reflect the makeup of the workplace?			

If you answered “no” or are unsure about any question, provide details here:



SECTION 2: HEALTH AND SAFETY COMMITTEE: LEGAL OBLIGATIONS

CHECKLIST 3: SUPPORT AND RESOURCES

Health and safety committees can only do their work when they are properly supported. By law, employers must provide committee members with paid time to carry out their work, resources and information. Use this checklist to see whether the employer is meeting its legal obligations to support the committee. When completing the checklist, refer to relevant health and safety legislation and any related records or documents. Attach copies for reference.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Do the committee members attend meetings during paid working hours?			
2	Are committee members released from their regular duties to attend meetings?			
3	Do members receive paid time, as reasonably necessary, to prepare for meetings?			
4	Do members receive paid time, as reasonably necessary, to carry out their health and safety duties?			
5	Does the employer provide the equipment, space and clerical support needed for the committee to carry out its duties?			
6	Does the employer provide information requested by the committee, including information about health and safety hazards?			
7	Does the employer post and keep posted the names and work locations of committee members?			
8	Does the employer post and keep posted the minutes of at least the three most recent meetings?			

If you answered “no” or are unsure about any question, provide details here:



SECTION 2: HEALTH AND SAFETY COMMITTEE: LEGAL OBLIGATIONS

CHECKLIST 4: TRAINING, EDUCATION AND CERTIFICATION

Health and safety committee members need proper training, education and certification to understand their roles and carry out their duties effectively. Use this checklist to see whether the employer is meeting its legal obligations related to committee member training, education and certification. When completing the checklist, refer to relevant health and safety legislation and any related records or documents. Attach copies for reference.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Do committee members receive instruction and training on committee functions within six months of becoming committee members?			
2	Do all committee members receive annual educational leave to attend occupational health and safety training courses?			
3	Do committee members receive educational leave without loss of pay or benefits?			
4	Does the employer pay for or reimburse committee members for training costs and reasonable expenses related to attending training?			
5	Does the committee have the minimum number of certified members (Ontario only)?			

If you answered “no” or are unsure about any question, provide details here:

SECTION 2: HEALTH AND SAFETY COMMITTEE: LEGAL OBLIGATIONS

CHECKLIST 5: COMMITTEE RECOMMENDATIONS

Health and safety committees are required by law to make written recommendations to improve workplace health and safety. Employers are required to respond to these recommendations within legislated timeframes. Use this checklist to review how recommendations are made, how the employer responds and what steps are taken if recommendations are not accepted. When completing the checklist, refer to relevant health and safety legislation and any related records or documents. Attach copies for reference.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	In the past 12 months, has the committee sent written recommendations to the employer with a request for a response from the employer?			

If you answered “Yes” to question 1, continue the checklist.

2	Were the recommendations clear and easy to understand?			
3	Were the recommendations directly related to workplace health and safety?			
4	Were the recommendations made in accordance with the committee’s terms of reference?			
5	Did the recommendations refer to relevant legislation or internal policies?			
6	Did the employer respond in writing within the legislated timeframe?			
7	If the employer did not respond on time, did they explain the delay?			
8	If the employer did not respond on time, did they provide a new timeline?			
9	If the employer did not accept the recommendations, did they provide written reasons?			
10	If the employer did not accept the recommendations, did they provide reasonable alternatives?			
11	If the employer rejected the recommendations without reasonable justification, did the committee ask the government to investigate and attempt to resolve the issue?			

If you answered “no” or are unsure about any question, provide details here:



SECTION 3: HEALTH AND SAFETY COMMITTEE: EFFECTIVENESS

CHECKLIST 1: TERMS OF REFERENCE

Terms of reference (also called rules of procedure) describe how the committee works. In some provinces, they are required by law. Even when they are not required, having clear terms of reference helps the committee understand its role, make decisions and work more effectively. Use this checklist to review your committee's terms of reference. When completing the checklist, refer to relevant health and safety legislation and any related records or documents. Attach copies for reference.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

Do the terms of reference:

	Question	Yes	No	Comments
1	Meet the minimum legal requirements, where applicable?			
2	Clearly explain the committee's role?			
3	Clearly explain the extent of the committee's authority?			
4	Allow committee members to actively contribute to a set of regularly reviewed objectives?			
5	Include clear rules on committee composition?			
6	Include clear rules for how members are selected?			
7	Include clear rules for how long members serve?			
8	Define the procedures for record keeping?			
9	Define the roles of guests and support persons?			
10	Define decision-making procedures?			
11	Define the process for informal recommendations?			
12	Define the process for formal recommendations?			
13	Outline a process to resolve action items?			
14	Outline education and training requirements for members?			
15	Determine how often the committee completes self-evaluations?			
16	Define quorum (the minimum number of members for a meeting)?			

	Question	Yes	No	Comments
17	Detail a committee conflict resolution process?			
18	Ensure that terms are developed collaboratively, with the participation of committee members?			
19	Ensure that terms are reviewed regularly to reflect current practices and responsibilities?			

Based on your answers above, how effectively do your committee's terms of reference support and guide its work?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Ineffective	<input type="checkbox"/> OK	<input type="checkbox"/> Effective	<input type="checkbox"/> Very effective
----------------------------------------------	-----------------------------------------	--------------------------------	---------------------------------------	--------------------------------------------

How can your committee improve its terms of reference?



SECTION 3: HEALTH AND SAFETY COMMITTEE: EFFECTIVENESS

CHECKLIST 2: MEETING PREPARATION, ATTENDANCE AND PARTICIPATION

For a health and safety committee to work well, members must be able to attend meetings, prepare in advance and participate fully. This requires both employer support and active involvement from committee members. Use this checklist to determine whether good practices are in place to support effective meetings.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Is there an agenda to guide discussion and keep meetings on time?			
2	Is the agenda shared before meetings?			
3	Are reports and other documents shared before meetings?			
4	Do members review documents before meetings?			
5	Are members given reasonable time to prepare for meetings?			
6	Do meetings usually meet quorum?			
7	Are there alternates selected in case of member absences?			
8	Do the employer and worker co-chairs take turns chairing meetings?			
9	Is a secretary chosen to take meeting minutes?			
10	Are members engaged and active in discussions?			
11	Do employer and worker representatives participate equally, with no one group dominating discussions?			
12	Does the employer support attendance and preparation? This includes scheduling and providing backup coverage.			

Based on your answers above, how effective is your committee when it comes to meeting preparation, attendance and participation?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Ineffective	<input type="checkbox"/> OK	<input type="checkbox"/> Effective	<input type="checkbox"/> Very effective
----------------------------------------------	-----------------------------------------	--------------------------------	---------------------------------------	--------------------------------------------

What are some ways your committee could improve meeting preparation, attendance and participation?



SECTION 3: HEALTH AND SAFETY COMMITTEE: EFFECTIVENESS

CHECKLIST 3: MEETING MINUTES AND ANNUAL REPORTS

Meeting minutes and annual reports are important tools for documenting the committee's work, tracking issues and identifying trends. While legal requirements vary by jurisdiction, keeping clear and accurate records helps all committees. Use this checklist to review how your committee documents its work through meeting minutes and annual reports. When completing the checklist, refer to relevant health and safety legislation and any related records or documents. Attach copies for reference.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

Meeting minutes

	Question	Yes	No	Comments
1	Do meeting minutes provide a clear and accurate record of each meeting, including attendance and issues discussed?			
2	Do minutes include key reports, statistics and documents reviewed at each meeting?			
3	Do minutes clearly identify action items, responsible persons, priorities and timelines?			
4	Are outstanding action items tracked and followed up until completed?			
5	Are minutes shared with members in a timely way?			
6	Are minutes approved at the next meeting?			
7	Are minutes submitted to the regulator when required?			
8	Are minutes posted or shared so workers can review them?			
9	Are minutes kept for at least five years, or as required by law?			

Based on your answers above, how effective is your committee when it comes to meeting minutes?

<input type="checkbox"/>				
Very ineffective	Ineffective	OK	Effective	Very effective

Annual reports

	Question	Yes	No	Comments
1	Does the committee prepare an annual report summarizing its work each year?			
2	Does the report include committee member names, workforce size, meeting frequency and attendance?			
3	Does the report summarize reported incidents from the past year?			
4	Does the report summarize recommendations made to the employer?			
5	Does the report summarize work refusals addressed by the committee?			
6	Does the report summarize hazards identified during inspections?			
7	Does the report summarize other committee activities and achievements?			
8	Is the annual report shared with the employer, workers and the local union executive?			

Based on your answers above, how effective is your committee when it comes to annual reports?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Ineffective	<input type="checkbox"/> OK	<input type="checkbox"/> Effective	<input type="checkbox"/> Very effective
----------------------------------------------	-----------------------------------------	--------------------------------	---------------------------------------	--------------------------------------------

What changes could help improve your committee's meeting minutes and annual reports?



SECTION 3: HEALTH AND SAFETY COMMITTEE: EFFECTIVENESS

CHECKLIST 4: WORK REFUSALS

All workers in Canada have the legal right to refuse unsafe work. Health and safety committees play an important role in supporting this right and ensuring refusals are handled properly. Use this checklist to review how effectively your committee takes part in handling work refusals and whether workers are properly supported.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	In the past 12 months, has the committee been aware of any work refusals at your workplace?			
2	In the past 12 months, has there been a work refusal that could not be resolved between the worker and the supervisor or employer?			
3	In the past 12 months, has there been a work refusal that could not be resolved by the committee and required the involvement of a government inspector?			
4	Is the committee informed of work refusals, even when the issue is resolved by the worker and supervisor?			
5	Are committee members trained on their role in the work refusal process?			
6	Does the committee immediately address work refusals?			
7	Are there barriers that may discourage workers from refusing unsafe work?			
8	Are hazards being overlooked or minimized because they are seen as “part of the job”?			
9	Are there other reasons workers may not feel able to refuse unsafe work?			

Based on your answers above, how effectively is the committee participating in the work refusal process?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Ineffective	<input type="checkbox"/> OK	<input type="checkbox"/> Effective	<input type="checkbox"/> Very effective
----------------------------------------------	-----------------------------------------	--------------------------------	---------------------------------------	--------------------------------------------

How could your committee handle work refusals more effectively?

What recommendations should be made to the employer?



SECTION 3: HEALTH AND SAFETY COMMITTEE: EFFECTIVENESS

CHECKLIST 5: COMMUNICATION

Good communication helps workers understand what the committee does and how to raise health and safety concerns. It also helps the committee work effectively with each other and with the employer. Use this checklist to assess how well your committee communicates within the committee, with workers and with the employer.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

Communication within the committee

	Question	Yes	No	Comments
1	Does the committee seek out and consider different views when discussing issues?			
2	When there are differences of opinion, is the committee usually able to resolve them?			
3	Is the committee often divided along management and worker lines?			
4	Is the committee generally able to reach agreement on worker health and safety issues?			
5	Do the co-chairs show strong communication facilitation and conflict resolution skills?			
6	Does the committee regularly follow up on decisions and recommendations?			
7	Does the committee identify barriers to implementing decisions and suggest solutions?			

What are some ways your committee could improve communication within the committee?

Communication with workers

	Question	Yes	No	Comments
1	Do workers regularly approach committee members with concerns or suggestions?			
2	Does the committee connect with a range of workers, including part-time, shift and remote workers?			
3	Does the committee regularly share updates about its work with workers?			
4	Is communication between the committee and workers clear and effective?			

What are some ways your committee could improve communication with workers?

--

Communication with the employer

	Question	Yes	No	Comments
1	Is the employer representative on the committee someone with the authority to make decisions?			
2	Does the employer seek the committee's input on health and safety issues and workplace changes?			
3	Does the employer share relevant health and safety information with the committee?			
4	Are issues usually resolved at the committee level?			
5	Are the committee recommendations clear, specific and easy to understand?			
6	Are the committee recommendations supported by health and safety information, such as legal requirements, inspection notes, reports or worker concerns?			
7	Does the committee ever feel reluctant to raise concerns or make recommendations?			

What are some ways your committee could improve communication with the employer, including committee recommendations?

Based on your answers above, how effectively is the committee communicating overall, within the committee, with workers and with the employer?

<input type="checkbox"/>				
Very ineffective	Ineffective	OK	Effective	Very effective



SECTION 3: HEALTH AND SAFETY COMMITTEE: EFFECTIVENESS

CHECKLIST 6: WORKPLACE INSPECTIONS

Regular workplace inspections help identify hazards, improve communication about health and safety and strengthen the committee's understanding of the work and the work environment. Use this checklist to assess how well your committee plans, carries out and follows up on workplace inspections.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Does the committee confirm that workers who conduct inspections are trained?			
2	Do inspection teams interact with a range of workers during inspections?			
3	Does the committee ensure that different equipment, work methods and practices are inspected?			
4	Do inspections consider hazards in the work environment and in specific tasks or procedures?			
5	Do inspections include psychosocial hazards?			
6	Are inspections tailored to workplace-specific hazards?			
7	Are inspections conducted at different times of day to capture changing working conditions?			
8	Is the supervisor of the area being inspected informed in advance?			
9	Are workers informed in advance so they can raise concerns or ask questions?			
10	When hazards are identified and corrected, are they reviewed at the next committee meeting?			
11	Do committee members review inspection reports to identify recurring issues or trends?			
12	Are inspection reports submitted to the responsible party shortly after the inspection?			
13	Are workplace inspections conducted at least monthly?			

	Question	Yes	No	Comments
14	In large workplaces, is the entire workplace inspected at least once a year?			
15	Are completed inspection reports made available to all workers?			

Based on your answers above, how effective is your committee in carrying out workplace inspections and identifying unsafe or unhealthy conditions? What changes could improve this?

What are the most significant risks to worker health and safety in your workplace? Who might be harmed, and how?



Have controls been put in place, and are they effective at reducing these risks?

Based on your answers above, how effective is your committee in relation to workplace inspections and hazard identification?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Ineffective	<input type="checkbox"/> OK	<input type="checkbox"/> Effective	<input type="checkbox"/> Very effective
----------------------------------------------	-----------------------------------------	--------------------------------	---------------------------------------	--------------------------------------------



SECTION 3: HEALTH AND SAFETY COMMITTEE: EFFECTIVENESS

CHECKLIST 7: INCIDENT INVESTIGATIONS

Employers are required to investigate workplace incidents that result in injury, near misses with the potential for injury, major structural failures, releases of hazardous substances and other serious occurrences. In many Canadian jurisdictions, the committee has the right to participate in these investigations. Use this checklist to review how effectively the committee is participating in incident investigations and whether it is receiving the information needed to carry out its responsibilities.

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ **DATE:** _____

WORKPLACE: _____

	Question	Yes	No	Comments
1	Have worker and employer representatives received appropriate training on incident investigation methods?			
2	Do committee members understand the purpose of preliminary and full investigation reports, including the statement of the sequence of events?			
3	Does the committee ensure that incidents are investigated as required by law?			
4	Do committee members explain the purpose of preliminary and full investigation reports, including the statement of the sequence of events?			
5	Are incident investigations focused on preventing future incidents and improving workplace health and safety?			
6	Do worker representatives actively participate in incident investigations, and is this participation reflected in investigation reports?			
7	Does the committee receive preliminary investigation reports in a timely manner?			
8	Does the committee receive reports on preliminary corrective actions?			
9	Does the committee receive full investigation reports in a timely manner?			
10	Does the committee receive reports on corrective actions resulting from full investigations?			

	Question	Yes	No	Comments
11	Do committee members review investigation reports to identify trends?			
12	Does the committee designate specific members to conduct investigations?			
13	Does the committee have an investigation kit ready to use in the event of an incident?			

Based on your answers above, what are some ways your committee could improve its participation in incident investigations?

Based on your answers above, how effective is your committee when it comes to incident investigations?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Ineffective	<input type="checkbox"/> OK	<input type="checkbox"/> Effective	<input type="checkbox"/> Very effective
----------------------------------------------	-----------------------------------------	--------------------------------	---------------------------------------	--------------------------------------------



SECTION 4: AUDIT RESULTS

CHECKLIST 1: REFLECTION

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ DATE: _____

WORKPLACE: _____

Considering your responses to all the previous questions, how effective is your workplace's health and safety program?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Ineffective	<input type="checkbox"/> OK	<input type="checkbox"/> Effective	<input type="checkbox"/> Very effective
----------------------------------------------	-----------------------------------------	--------------------------------	---------------------------------------	--------------------------------------------

Considering your responses to all the previous questions, how effective is your committee?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Ineffective	<input type="checkbox"/> OK	<input type="checkbox"/> Effective	<input type="checkbox"/> Very effective
----------------------------------------------	-----------------------------------------	--------------------------------	---------------------------------------	--------------------------------------------

Comment further on your rating. Include suggestions to improve your health and safety program, your committee's compliance with legal obligations and its overall effectiveness.

