



HEALTH AND SAFETY COMMITTEE

Self-Evaluation Checklist

This checklist is for CUPE worker representatives on health and safety committees. If your committee is new or still developing, this streamlined checklist can help you review core functions and identify areas for improvement. Committees with established processes should use our comprehensive audit checklist for a more detailed review of their health and safety program.

This checklist reflects the basic functions of an effective jointly managed health and safety committee or health and safety representative. A “yes” answer in each section of this checklist means that your committee is meeting minimum requirements across Canada.

Not every jurisdiction requires every function in the checklist. Discuss any “no” answers 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.

This checklist uses the word “committee” to refer to the legally required joint health and safety committee. Different jurisdictions use different names for this committee:

Joint Health and Safety Committee

- Alberta, British Columbia, Ontario, New Brunswick, Yukon

Joint Occupational Health and Safety Committee

- Northwest Territories, Nova Scotia, Nunavut, Prince Edward Island

Workplace Health and Safety Committee

- Federal

Workplace Safety and Health Committee

- Manitoba

Occupational Health and Safety Committee

- Newfoundland and Labrador

Health and Safety Committee

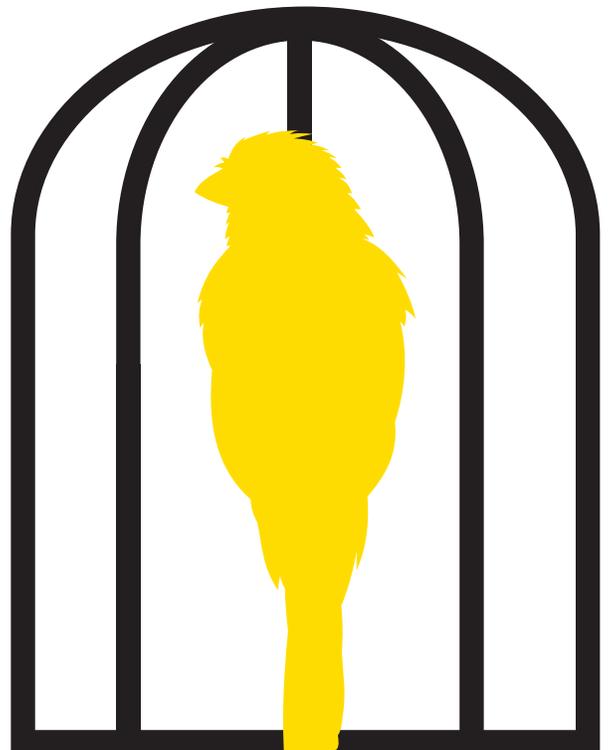
- Quebec

Occupational Health Committee

- Saskatchewan

FOR EACH EVALUATION, 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 evaluation was completed
- Name(s) of the person or people who completed the evaluation



SELF-EVALUATION CHECKLIST

NAME OF EVALUATOR(S): _____

EMPLOYER NAME: _____ DATE: _____

		Yes	No
1	Does the committee receive training on the roles and tasks of committee members or time to attend union training? See questions 2–6 for examples of these tasks.		
2	Does the committee have a process to inspect the entire workplace on a regular basis, including general conditions and emergency equipment such as fire control and first aid?		
3	Does the committee have a process to identify and record hazards that considers all areas and tasks?		
4	Does the committee have a process to assess the level of hazards and propose appropriate controls?		
5	Does the committee participate in investigating incidents where someone was injured or could have been injured?		
6	Does the committee make recommendations to the employer on controlling hazards or improving workplace health and safety in other ways?		
7	Does the employer respond to committee recommendations in writing?		
8	Do meeting minutes clearly describe what was discussed and the worker and employer positions?		
9	Are minutes and other important health and safety information kept by the employer in a way that committee members can easily access?		
10	Do worker members take part in the review and update of health and safety policies every year?		
11	Do worker members take part in the review and update of safe work and emergency procedures?		
12	Are workers paid for health and safety committee work, even when it takes place outside regular hours of work?		
13	Is the committee consulted on changes to the work or workplace that could impact health and safety?		
14	Are meetings long enough to cover all items on the agenda?		
15	Does the committee meet at least as often as required by occupational health and safety legislation?		
16	Can worker members meet before meeting with the employer to review reports and prepare?		
17	Do worker members (non-management) make up at least half the committee?		
18	Does the employer make health and safety documents required by occupational health and safety legislation easily available to workers?		
19	Does the committee reflect the perspectives of all groups of CUPE members?		
20	Does the committee report health and safety concerns to the local executive or membership?		