

# HEALTH AND SAFETY COMMITTEE/ HEALTH & SAFETY REPRESENTATIVE

## Self Evaluation Checklist

	YES	NO
There is a designated or appointed health and safety committee members or a health and safety representative.	<input type="checkbox"/>	<input type="checkbox"/>
<i>For Committee's: A terms or reference that outlines the following has been developed:</i>		
> Membership structure requirements	<input type="checkbox"/>	<input type="checkbox"/>
> Membership succession strategy	<input type="checkbox"/>	<input type="checkbox"/>
> Committee dispute resolution process	<input type="checkbox"/>	<input type="checkbox"/>
> Coordination with the employer's other work site HSCs or representatives	<input type="checkbox"/>	<input type="checkbox"/>
> Meeting frequencies	<input type="checkbox"/>	<input type="checkbox"/>
> Meeting quorum	<input type="checkbox"/>	<input type="checkbox"/>
> Reporting to management	<input type="checkbox"/>	<input type="checkbox"/>
> Term of office	<input type="checkbox"/>	<input type="checkbox"/>
> Training requirements for co-chairs and members	<input type="checkbox"/>	<input type="checkbox"/>
> Worker confidentiality	<input type="checkbox"/>	<input type="checkbox"/>
<i>For Representatives': A policy or procedure that outlines the following has been developed:</i>		
> Requirement to appoint a representative	<input type="checkbox"/>	<input type="checkbox"/>
> Reporting to management	<input type="checkbox"/>	<input type="checkbox"/>
> Term of office	<input type="checkbox"/>	<input type="checkbox"/>
> Training requirements	<input type="checkbox"/>	<input type="checkbox"/>
The written procedures in place for either the HSC or HSR detail a system to address worker concerns related to the health and safety system.	<input type="checkbox"/>	<input type="checkbox"/>
A system, for either the HSC or HSR, to make health and safety recommendations.	<input type="checkbox"/>	<input type="checkbox"/>
A list of responsibilities has been developed and provided to every committee member or the health and safety representative so that they understand their role.	<input type="checkbox"/>	<input type="checkbox"/>
Training with respect to the duties and functions of the committee has been provided to committee members or the representative.	<input type="checkbox"/>	<input type="checkbox"/>
Committee members or the representative participate in health and safety activities.	<input type="checkbox"/>	<input type="checkbox"/>
Health and safety complaints or concerns are resolved in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>
A list of committee members or representative name(s) and contact information has been posted conspicuously in the workplace	<input type="checkbox"/>	<input type="checkbox"/>