

JOHSC LEGISLATED REQUIREMENTS EVALUATION TOOL

The purpose of this evaluation is to assist the JOHSC to ensure it is functioning in accordance with the *Workers Compensation Act* and OH&S Regulation. This evaluation will be completed by the two co-chairs of the JOHSC.

The evaluation process is divided into three sections:

1. The Structure of the Committee, in accordance with the *Workers Compensation Act* (WCA) Sections 127 through 129
2. The functions of the committee, and the procedures it follows, WCA Sections 130 to 134 and 136 through 138, and
3. The Training provided to committee members, WCA Section 135 and OH&S Regulation Part 3

Documents to gather in preparation for this evaluation:

- JOHSC Terms of Reference
- Minutes of the last twelve months' meetings
- Training records for all committee members for the current calendar year

At the completion of the evaluation, recommendations for improvement must be made for any item marked "no" and an explanation must be provided for any marked "n/a". The purpose of the recommendations are to identify how the committee's effectiveness and compliance can be improved.

An evaluation must be completed for each JOHSC within the organization.

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Name/Location of JOHSC: _____

Name of Co-Chairs: _____

Employer rep

Worker rep

#		Yes	No	N/A
Committee Structure				
1	Are there at least 4 members on the JOHSC?			
2	Is there equal representation, or at least no more employer than worker reps?			
3	Were the worker reps elected in accordance with Union procedures?			
4	Do the employer reps exercise managerial functions in the JOHSC location?			
Committee Functions and Procedures				
5	Does the JOHSC have a terms of reference that establishes the committee's rules of procedure?			
6	Review the past years' minutes to determine the following: Did the committee:			
	- Identify unsafe or unhealthy situations and make recommendations?			
7	- Deal with worker complaints about health and safety?			
8	- Consult with workers and the employer on OH&S and occupational environment issues?			
9	- Make recommendations to improve OH&S and occupational environment?			
10	- Make recommendations for educational programs to improve OH&S?			
11	- Monitor the effectiveness of training?			
12	- Advise the employer on programs and policies and monitor their effectiveness?			
13	- Advise the employer on proposed changes in the workplace that may affect the health & safety of workers?			
14	- Ensure that preliminary incident investigations were conducted within 48 hours, and final investigations completed within 30 days of each incident requiring an investigation?			

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#		Yes	No	N/A
15	- Ensure that regular workplace inspections were conducted?			
16	- Meet once each month during the past year?			
17	If the JOHSC submitted a recommendation to the employer in writing, did the employer respond within 21 days?			
18	Did the employer provide meeting space and someone to take minutes of the meetings?			
19	Are the last three months' meeting minutes posted in the workplace?			
20	Are the JOHSC Committee members' names posted in the workplace (including alternates, if applicable)?			
21	Are WorkSafeBC Inspection Reports from the past twelve months posted in the workplace?			
22	Were all committee members provided with sufficient time off work to attend meetings and conduct JOHSC business?			
Committee Member Training				
23	Were all members offered at least 8 hours of training within the calendar year?			
24	Were all new members provided instruction and training in the following (does not apply to members returning to the committee after a two year or less absence): - Duties and functions of the committee (questions 6 through 15)			
25	- The Committee's Terms of Reference?			
26	- Procedures and requirements for Incident Investigations?			
27	- Procedures, requirements and schedule for regular workplace inspections?			
28	- The Right to Refuse Unsafe Work and committee procedures to follow in the event it is invoked by a worker?			
29	- Information on Committee evaluation procedures?			
30	Did all members attend the required training?			

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For each question you answered “no” to, include recommendations here to improve the outcome.

For each question marked “N/A”, provide additional information.

#	Comments