

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE SELF-EVALUATION TOOL

The committee self-evaluation process is a collective, introspective, and comprehensive reflection by your committee members. By asking specific questions, your committee members, in collaboration with the committee co-chairs, can find way to enhance the effectiveness of the committee.

Your committee should conduct a self-evaluation on an annual basis. The sample questions included in this document are examples, and are intended to provide a starting point to evaluate the performance and effectiveness of your committee. Your committee should use the evaluation process to identify strengths and weaknesses, to flag areas for improvement, and to plan for further action as appropriate. The self-evaluation process should not become an opportunity to criticize any particular person or to vent frustrations.

Each individual on the Committee (including the Co-Chairs) should complete a self-assessment and provide the responses, in confidence, to the Co-Chairs or to another person within the organization (perhaps in Human Resources) who will tally the results. Integrity and confidentiality in the process must be maintained or members may feel less willing to provide honest responses.

The results should be tabulated and provided to the Co-Chairs, for discussion and review. Scoring is as follows:

- Strongly disagree = 1
- Somewhat disagree = 2
- Neither agree nor disagree = 3
- Somewhat agree = 4
- Strongly agree = 5

The Co-Chairs should then review the results with all members at the next regular committee meeting. An excel tool is provided by the BCMSA to assist in this tabulation, and will automatically create a graph of the results. The higher the score on the individual questions, the more effective the committee may be operating.

The entire committee should review the final results. For any question with an average score of less than 3, the entire committee should be consulted to make recommendations for improvement.

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Evaluation for JOHSC Committee: _____

Instructions: Check the box that most closely reflects your opinion on the question from Strongly Disagree to Strongly Agree.

If you don't know the answer, then Strongly Disagree would be an appropriate response.

Return this questionnaire to: _____ in a sealed envelope.

GOALS OR PURPOSE OF COMMITTEE

1. I understand the goals and purpose of our committee.

<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Somewhat disagree	<input type="checkbox"/> Neither agree nor disagree	<input type="checkbox"/> Somewhat agree	<input type="checkbox"/> Strongly agree
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2. I agree on the goals and purpose of the committee.

<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Somewhat disagree	<input type="checkbox"/> Neither agree nor disagree	<input type="checkbox"/> Somewhat agree	<input type="checkbox"/> Strongly agree
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3. There is alignment between our goals and purpose and the actions taken and/or the decisions made by the committee.

<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Somewhat disagree	<input type="checkbox"/> Neither agree nor disagree	<input type="checkbox"/> Somewhat agree	<input type="checkbox"/> Strongly agree
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SUPPORT FOR THE COMMITTEE

4. Our committee has adequate resources (people, time, tools) to support its function.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree

5. Our committee has the respect and support of key stakeholders within our organization.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree

TIME AND LOCATION OF MEETINGS

6. Our meetings are held monthly.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree

7. Our meetings begin and end as scheduled.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree

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8. The length of our meetings is appropriate and respectful of the agenda.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree

9. We receive the meeting agenda and materials in advance of the meeting to allow for appropriate review and preparation.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree

10. We consistently use our meeting time well. Issues get the time and attention proportionate to their importance.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree

11. The location where our meetings are held is conducive to positive group interaction and discussion.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree

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ATTENDANCE

12. Attendance at our meetings is consistent and members arrive on time.

<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Somewhat disagree	<input type="checkbox"/> Neither agree nor disagree	<input type="checkbox"/> Somewhat agree	<input type="checkbox"/> Strongly agree
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13. If regular members are unable to attend, an alternate attends in their place.

<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Somewhat disagree	<input type="checkbox"/> Neither agree nor disagree	<input type="checkbox"/> Somewhat agree	<input type="checkbox"/> Strongly agree
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RECORDING/MINUTES

14. The minutes of our meetings are accurate and reflect the discussion, next steps and/or action items articulated by the members.

<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Somewhat disagree	<input type="checkbox"/> Neither agree nor disagree	<input type="checkbox"/> Somewhat agree	<input type="checkbox"/> Strongly agree
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MEMBERSHIP

15. Our membership represents the talent and skill set required to fulfil the goals and purpose of the committee.

<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Somewhat disagree	<input type="checkbox"/> Neither agree nor disagree	<input type="checkbox"/> Somewhat agree	<input type="checkbox"/> Strongly agree
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16. Our members treat each other with respect and courtesy.

<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Somewhat disagree	<input type="checkbox"/> Neither agree nor disagree	<input type="checkbox"/> Somewhat agree	<input type="checkbox"/> Strongly agree
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17. Our members work towards a common goal rather than addressing personal agendas.

<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Somewhat disagree	<input type="checkbox"/> Neither agree nor disagree	<input type="checkbox"/> Somewhat agree	<input type="checkbox"/> Strongly agree
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18. Our members come to meetings prepared and ready to contribute.

<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Somewhat disagree	<input type="checkbox"/> Neither agree nor disagree	<input type="checkbox"/> Somewhat agree	<input type="checkbox"/> Strongly agree
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19. As a general rule, when I speak I feel listened to and that my comments are valued.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree

GENERAL COMMENTS

20. What I like the most about our meetings:

21. What I would like to see improve at our meetings:

22. What areas I believe the committee should focus on in the future: