

Guide to completing a Joint Health and Safety Committee Evaluation Tool

About the evaluation

An effective joint committee provides a way for workers and the employer to work together to identify and find solutions for health and safety problems in the workplace. Generally, the first objective is to ensure the committee meets the minimum legal requirements. This tool sets out the legal requirements for committees. Meeting these minimum requirements is necessary, but is not a guarantee of an effective committee. This tool also provides guidance on how an effective committee will meet the legal requirements, as well as suggestions for continued improvement.

Every year, an employer must conduct a written evaluation of each committee. This evaluation tool was developed by WorkSafeBC, and may be used to evaluate the effectiveness of the committee(s) in your workplace. This document reflects the law and policy in place at the time it was written. It covers many of the duties of committees, but is not intended to identify all legislative and regulatory requirements that apply to your workplace. Always confirm your actual requirements. You may access a full copy of the [Workers Compensation Act](#) (the Act), the [Occupational Health and Safety Regulation](#) (Regulation), as well as occupational health and safety Policies and Guidelines — available [worksafebc.com](https://www.worksafebc.com) under [Law & Policy](#).

This evaluation tool includes questions to address all of the information required by section 3.26 of the Regulation. Completing Parts 1, 2, and 4 of this evaluation tool will result in an evaluation of the committee that meets the regulatory requirements. Employers are not required to use this template. You may develop your own committee evaluation

template, but you must ensure that the evaluation includes all of the information required by section 3.26 of the Regulation.

Organization of the evaluation tool

Legislative excerpts and applicable references for each part of the evaluation tool are included here for convenience:

Part 1: Assessment of legal requirements

1.1 Committee selection, membership, and procedures

- Sections [33](#), [34](#), [35](#), [36](#), and [37](#) of the Act
A worker representative on a committee must be selected from workers at the workplace who do not exercise managerial functions (section [34](#) of the Act). Managerial functions generally relate to the overall direction at the workplace and may include disciplining workers and representing management in labour relations matters.

1.2 Support for the committee

- Sections [40](#), [41](#), [42](#), [44](#), and [51](#) of the Act and the requirements of [section 3.27](#) of the Regulation
Committee information, and any other information that is required to be posted by the Act or Regulation, must be posted at or near the workplace in one or more conspicuous places where it is most likely to come to the attention of the workers. (section [51](#) of the Act)
Electronic records may be acceptable in some workplaces, provided that the information required to be posted is brought to the notice of workers and made available to all workers. Electronic records will not be acceptable where all workers do not have access to a computer at the workplace.

- 1.3 Committee recommendations
 - Section 36 and 39 of the Act
- 1.4 Duties and functions of the committee
 - Section 36 of the Act and the requirements of section 3.12 of the Regulation

Part 2: Evaluation of effectiveness

- 2.1 Rules of procedure (terms of reference)
- 2.2 Meeting attendance and participation
- 2.3 Reports of the meeting (meeting minutes)
- 2.4 Committee response to refusals of unsafe work
 - Refusal of unsafe work: section 3.12(4) of the Regulation

Part 3: Focus areas

Focus Area A – Communication

Focus Area B – Workplace inspections, hazard identification, risk assessment and control
Workplace inspections: section 3.5 of the Regulation

Risk assessments specified in the Regulation and associated policies include, but are not limited to:

- Section 4.1.1 Avalanche risk assessment and safety plan
- Section 4.13 Emergency preparedness — rescue and evacuation
- Section 4.28 and Policy item R4.28-1 Violence in the workplace
- Section 4.48 Ergonomics and musculoskeletal injury
- Section 5.88 Emergency washing facilities — chemical and biological substances
- Section 5.99 Risk posed by hazardous substances from accidental release, fire or other such emergency
- Section 6.6 Assessment and classification of asbestos-containing material section
- Section 6.118 Toxic process gases
- Section 9.9 Confined space hazard assessment

- Section 12.98 Abrasive blasting and high pressure washing
- Section 26.11 Dangerous trees
- Section 28.41 Agricultural tractor rollover
- Policy item P2-21-3 Wood dust hazards

Focus Area C – Incident investigations: Part 2 Division 10 of the Act

Part 4: Committee response to the evaluation

Section 3.26 (4), (5), and (6) of the Regulation

Preparing for the evaluation

The following are examples of the types of information to gather and review as part of the evaluation:

- Committee rules of procedure (terms of reference)
- Reports of the meeting (meeting minutes)
- Training records for committee members
- Written recommendations made by the committee to the employer, and employer responses
- Workplace inspection reports
- Reports of incident investigations, corrective actions, and near-misses
- Notes from discussions with committee members and workers
- Any previous evaluations of the committee

After the evaluation

The results of the evaluation can be used to help with strategic planning for continuous improvement, both for the joint committee and for the overall workplace health and safety program. Committees should immediately address any areas in which the minimum legal requirements have not been met (as identified by Part 1 of the evaluation tool).