



# Joint Occupational Health and Safety Committee Checklist

A self-assessment to confirm appropriate set up and function of a JOHS Committee.

Item	Status		Action Required	Person Responsible	Target Date	Completion Date
<b>Terms of Reference</b>						
1. Has written Terms of Reference that establish the committee's rules of procedure including: <ul style="list-style-type: none"> <li>▪ Statement of committee purpose</li> <li>▪ Duties and functions</li> <li>▪ Records</li> <li>▪ Meetings (how often will the committee meet)</li> <li>▪ Agendas and meeting reports</li> <li>▪ Composition</li> <li>▪ Co-chairs (one employer rep &amp; one employee rep)</li> <li>▪ Terms of Office (how long an employee will hold a position)</li> <li>▪ Assistance in resolving disagreements (when there is no consensus, what are the steps the committee will take to decide final recommendations).</li> <li>▪ Amendments (how will the committee change the <i>Terms of Reference</i>)</li> </ul>	YES	NO				
<b>Membership</b>						
2. There are a minimum of four (4) members	YES	NO				
3. There is an equal number of employee representatives and employer representatives (50/50).	YES	NO				
4. Employee representatives have selected the employee co-chair.	YES	NO				
5. Employer representatives have selected the employer co-chair.	YES	NO				
6. Names and the job assignment of the committee members and alternates are posted.	YES	NO				
<b>Duties and Functions</b>						
7. Identify unhealthy or unsafe workplace situations and advise on effective systems for responding to those situations.	YES	NO				
8. Consider and quickly deal with complaints relating to the health and safety of employees.	YES	NO				
9. Consult with employees and employer on issues related to OHS and workplace environment.	YES	NO				
10. Advise employer on workplace programs and policies required under the OHS legislation and monitor their effectiveness.	YES	NO				
11. Advise employer on proposed changes to the workplace or work processes that may affect the health or safety of employees.	YES	NO				
12. Make recommendations to the employer on educational programs promoting health and safety of employees, compliance with the OHS Regulations and monitor program(s) effectiveness.	YES	NO				

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13. Ensure incident investigations and regular inspections are carried out as required.	YES	NO				
14. Assign representatives to participate in inspections as required.	YES	NO				
15. Assign representatives to participate in incident investigations as required.	YES	NO				
16. Assign representatives to participate in inquiries as required.	YES	NO				
17. The committee is knowledgeable about their role in the procedure for the "refusal of unsafe work".	YES	NO				
18. The committee has a means for soliciting and considering employee OHS suggestions.	YES	NO				
19. Attend OHS training appropriate to participating on a Joint OHS Committee (report writing, investigations)	YES	NO				
20. Co-chairs are aware they may report to the Dept. of Labour if the committee is unable to reach agreement on a matter relating to the health or safety of employees.	YES	NO				
21. Co-chairs are aware they may report to the Dept. of Labour if the employer does not accept the committee's recommendations or if the committee is not satisfied with employer's response.	YES	NO				
22. Joint OHS Committee members, employees and the Dept. of Labour can readily access monthly meeting reports (kept for at least two years).	YES	NO				
23. Make employees aware of the Violence Prevention Plan which includes: <ul style="list-style-type: none"> <li>▪ Identification of risks relating to specific students.</li> <li>▪ Awareness of certain situations.</li> <li>▪ Revisit as students/risks change.</li> </ul>	YES YES YES	NO NO NO				
<b>Meeting Activities</b>						
24. Meet monthly (with additional meetings as required).	YES	NO				
25. Use <i>Safety Acts, General Regulations</i> and standards as guidance to discuss issues.	YES	NO				
26. Consider employee OHS suggestions.	YES	NO				
27. Review and comment on inspection reports.	YES	NO				
28. Review and comment on accident, incident, and communicable disease reports.	YES	NO				
29. Confirm the committee: <ul style="list-style-type: none"> <li>▪ assigned an individual for each action item in reports.</li> <li>▪ set a deadline for task completion; and</li> <li>▪ follow-up done to make sure action items were completed.</li> </ul>	YES YES YES	NO NO NO				
30. Reports: <ul style="list-style-type: none"> <li>▪ Prepare a report for each meeting.</li> <li>▪ Provide a copy to the employer.</li> <li>▪ Post reports and three (3) most recent meeting minutes.</li> </ul>	YES YES YES	NO NO NO				
<b>Committee Recommendations</b>						
31. Write recommendations that are: <ul style="list-style-type: none"> <li>▪ Directly related to health and safety.</li> <li>▪ Feasible.</li> </ul>	YES YES	NO NO				
32. Send recommendation(s) to the employer requesting a written response within 21 calendar days.	YES	NO				
33. Complete and clearly describe actions required to make a decision.	YES	NO				