

# Joint Local Safety Committee - Annual Evaluation

Employer's name: University of Victoria
Joint committee name and buildings included:
Date evaluation completed:

## Committee evaluators:

The evaluators may be the committee co-chairs or designate(s), the employer, or a person retained by the employer. The evaluators should be knowledgeable about the duties, functions, and effective administration of a committee. If the evaluation is not performed by the committee co-chairs, the person who conducts the evaluation must obtain and consider the input of the co-chairs, or designates.

Name	Job title	Committee position

## Part 1: Assessment of legal obligations

### 1.1 Committee selection, membership and procedures

(Refer to sections [33](#), [34](#), [35](#), [36](#), and [37](#) of the *Workers Compensation Act*.)

		Yes	No
a)	Does the committee have at least four members?	<input type="checkbox"/>	<input type="checkbox"/>
b)	Does the committee have worker representatives and employer representatives as required by <a href="#">section 33</a> of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
c)	Does the committee have worker representatives as at least half the membership, as required by <a href="#">section 33</a> of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
d)	Does the committee have two co-chairs, one selected by worker representatives and one selected by employer representatives, as required by <a href="#">section 33</a> of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
e)	Does the committee have worker representatives selected according to the procedures specified in <a href="#">section 34</a> of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
f)	Does the committee have employer representatives selected as required by the <a href="#">section 35</a> of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
g)	Does the committee meet at least once a month (unless otherwise permitted)?	<input type="checkbox"/>	<input type="checkbox"/>
h)	Does the committee prepare meeting minutes and provide a copy to OHSE?	<input type="checkbox"/>	<input type="checkbox"/>
i)	Does the committee have rules of procedure (terms of reference)?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information on committee selection, membership, and procedures.

Comments:

## 1.2 Support for the committee

(Refer to sections [40,41](#), [42](#), [44](#), and [51](#) of the Act.)

		Yes	No
a)	Did committee members attend meetings during paid working hours?	<input type="checkbox"/>	<input type="checkbox"/>
b)	Did members receive paid time off work that is reasonably necessary to prepare for meetings and fulfill other duties and functions?	<input type="checkbox"/>	<input type="checkbox"/>
c)	Did the employer provide equipment, premises, and clerical personnel necessary for the carrying out of the committee's duties and functions?	<input type="checkbox"/>	<input type="checkbox"/>
d)	Did the employer provide health and safety information when requested by the committee? (e.g. hazard information, safety standards or reports)	<input type="checkbox"/>	<input type="checkbox"/>
e)	Have the minutes of the three most recent meetings been posted, including the names of committee members?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## 1.3 Duties and functions of the committee

(Refer to [section 36](#) of the Act and the requirements of [section 3.12](#) of the Regulation.)

The following questions are intended to assess whether the committee has fulfilled its duties and functions.

	Over the past 12 months, the committee has	Yes	No	n/a
a)	Identified situations that may be unhealthy or unsafe for workers — this may include reviewing incident and near miss reports to look for accident trends, or reviewing the effectiveness of a risk assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Considered and expeditiously dealt with complaints related to the health and safety of workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Consulted with workers and the employer on issues related to workplace health and safety and the work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	Advised the employer on programs and policies required under the Regulation and monitored their effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Advised the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Been made aware of any refusals of unsafe work at your workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Participated in a refusal of unsafe work investigation as required by the Act and the Regulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	Ensured that incident investigations and regular inspections are carried out as required by the Act and the Regulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i)	Participated in inspections, investigations, risk assessments, and inquiries as provided in the Act and the Regulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## 1.4 Training and Education of committee members

(Refer to sections [40](#) and [41](#) of the Act and the requirements of [section 3.27](#) of the Regulation.)

		Yes	No
a)	Did new members as of April 3, 2017 complete the required training within six months of becoming a committee member?	<input type="checkbox"/>	<input type="checkbox"/>
b)	Did all members utilize their optional educational leave entitlement to attend approved occupational health and safety courses?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## 1.5 Committee recommendations

(Refer to sections [36](#) and [39](#) of the Act.)

The committee's duties and functions include making recommendations to the employer about the improvement of workplace health and safety, as well as recommendations on educational programs promoting the health and safety of workers and compliance with the Act and the Regulation. These recommendations may take a variety of forms, including formal and informal, oral, or written.

Do the committee's terms of reference include provisions for how to make recommendations to the employer?

Yes       No

Within the past 12 months, has the committee sent any written recommendation to the employer with a request for a response from the employer?

Yes       No

If yes,

		Yes	No
a)	Were the committee's recommendations described clearly?	<input type="checkbox"/>	<input type="checkbox"/>
b)	Were recommendations directly related to workplace health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
c)	Did the employer respond in writing within 21 days? If the employer did not respond within that timeframe, did they explain the delay and indicate when a response would be provided?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Part 2: Evaluation of effectiveness

The following questions are intended to measure the effectiveness of committee procedures, participation, and record-keeping.

### 2.1 Terms of reference

Characteristics of an effective committee's terms of reference include:

- Committee members know the role of the committee and the extent of its authority.
- Terms of reference meet the minimum legal requirements of [section 37](#) of the Act.
- Terms of reference include provision for:

• Committee composition and selection of members	• Resolution of action items
• Duties and functions	• Committee evaluation
• Record keeping	• Defining quorum
• Decision-making procedures	• Conflict resolution
• Informal and formal committee recommendations	

With these criteria in mind, rate the effectiveness of your committee's terms of reference.

<input type="checkbox"/> 1 Low	<input type="checkbox"/> 2	<input type="checkbox"/> 3 Moderate	<input type="checkbox"/> 4	<input type="checkbox"/> 5 High
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Comments:

### 2.2 Meeting attendance and participation

Characteristics of an effective committee's meeting attendance and participation include:

• Agenda is distributed prior to meetings.	▪ Committee members regularly attend meetings.
• Agenda is used at meetings to guide discussion and keep the meeting on time.	• Employer and worker co-Chairs take turns running the meetings.
• Relevant documents (reports, etc.) are distributed and reviewed prior to meetings.	• Regular attendance is supported by the employer.

With these criteria in mind, rate the effectiveness of your committee.

<input type="checkbox"/> 1 Low	<input type="checkbox"/> 2	<input type="checkbox"/> 3 Moderate	<input type="checkbox"/> 4	<input type="checkbox"/> 5 High
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Comments or suggestions on how your committee's meeting attendance and participation might be improved:

### 2.3 Meeting Minutes

Characteristics of an effective committee's minutes include:

<ul style="list-style-type: none"> <li>Minutes provide a full and accurate record of the meeting</li> </ul>	<ul style="list-style-type: none"> <li>Any action required, the name of the person assigned to complete the action, and the expected completion date</li> </ul>
<ul style="list-style-type: none"> <li>Who attended the meeting</li> </ul>	<ul style="list-style-type: none"> <li>Outstanding action item are tracked and monitored to completion</li> </ul>
<ul style="list-style-type: none"> <li>The issues that were discussed</li> </ul>	<ul style="list-style-type: none"> <li>Minutes are circulated to members promptly</li> </ul>
<ul style="list-style-type: none"> <li>Reports and other documents reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Minutes are adopted at the next meeting</li> </ul>

With these criteria in mind, rate the effectiveness of the minutes?

<input type="checkbox"/> 1 Low	<input type="checkbox"/> 2	<input type="checkbox"/> 3 Moderate	<input type="checkbox"/> 4	<input type="checkbox"/> 5 High
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Comments or suggestions on how your committee's minutes might be improved.

### 2.4 Overall effectiveness

Considering your responses to all of the previous questions in Part 1 and Part 2, rate the overall effectiveness of the committee.

<input type="checkbox"/> 1 Low	<input type="checkbox"/> 2	<input type="checkbox"/> 3 Moderate	<input type="checkbox"/> 4	<input type="checkbox"/> 5 High
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Comments or suggestions on how your committee might improve its overall effectiveness. Consider compliance with legal obligations as well as how effectively the committee is performing its duties and functions given your unique work areas and hazards.

### Part 3: Committee Review

**After completion of this evaluation report, did the committee:**

		Yes	No
a)	Discuss the evaluation at its next meeting?	<input type="checkbox"/>	<input type="checkbox"/>
b)	Ensure the evaluation and a summary of the discussion were included in the meeting minutes?	<input type="checkbox"/>	<input type="checkbox"/>
c)	Ensure that OHSE received a copy of the evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
d)	Ensure that the Dean or Director responsible for the Committee was provided a copy?	<input type="checkbox"/>	<input type="checkbox"/>

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*Employee Co-chair signature*

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*Employer Co-chair signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*