

JHSC Effectiveness Self Assessment

Item	Poor	Fair	Good	Very Good	Excellent
1. Members have received JHSC Part 1 and Part 2 Training	Not completed	1 worker completed	1 worker and 1 manager	More than 2	All members completed
2. Member training: Part 2	Not completed	1 worker completed	1 worker and 1 manager	More than 2	All members completed
3. Members receive training	Never	Rarely	Sometimes	Usually	Always
4. Terms of reference	Doesn't exist	Incomplete and vague	Clear but no new goals	Clear, some new goals	Clear, new objectives and goals
5. Attendance	Members never attend	Members rarely attend	Members sometimes attend	Members usually attend	Members always attend
6. Meeting agendas	There are no agendas	Agendas are provided at the meeting	Agendas are given a short time before the meeting	Agendas are given well before the meeting	Agendas are distributed well before, all members contribute
7. Meeting Minutes	Not posted or distributed	Posted but not distributed	Posted and distributed to management	Posted in multiple locations, provided to management	Posted in multiple locations, provided to all management
8. Time to prepare for/attend meetings and complete duties	Time is not provided	Time provided only to attend meetings	Time provided to prep/attend	Time provided to prep/attend and complete some duties	Time is provided for everything
9. Member participation	Low participation	A few participate	Half participate	Most members participate, conversations are one sided	Everyone participates equally

Adapted from: <https://creod.on.ca/wp-content/uploads/2015/09/JHSC-Assessment-Tool-FINAL-12May2014-2.pdf>

Item	Poor	Fair	Good	Very Good	Excellent
10. Workplace inspections	Worker members do not conduct inspections	Worker members conduct inspections irregularly	Worker members conduct monthly inspections	Worker members conduct inspections and sometimes engage with workers during the inspections	Worker members conduct monthly inspections and always engage with workers during the inspections
11. Health and safety experts are available	Never	Rarely	Sometimes	Usually	Always
12. Approached for advice on health and safety issues	Never	Rarely	Sometimes	Usually	Always
13. Employers address written recommendations	Never	Rarely	Sometimes	Usually	Always
14. Committee communicates Health and Safety information	Never	Rarely	Sometimes	Usually	Always
15. The JHSC carries out activities to promote the committee and health and safety in the workplace	Never	Rarely	Sometimes	Usually	Always
16. Member identification	No list available	List available but not posted	List posted in one place	List posted in numerous spots, not updated	List posted in numerous locations and updated
17. Participation in work refusals	The JHSC is not informed of, nor involved in, a work refusal	A designated worker member is informed, but not involved in the investigation	A designated worker member is involved in the investigation, but plays a minimal role and is essentially a bystander	A designated worker member is involved in the investigation, but plays a small role (such as only helping to identify root causes)	A designated worker member is fully involved in tasks such as identifying root causes, finding solutions, preparing reports, and communicating

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JHSC Effectiveness Plan

Directions:

1. Identify which JHSC effectiveness items your workplace can improve.
2. Explain what action is required, and identify the person responsible and the target date of completion.

Item	Action Required	Responsibility (who)	Target Date

Sample Meeting Agenda Form

Meeting Date: _____
Meeting Time: _____
Meeting Location: _____

Fixed Agenda Items

1. Review of last month's minutes
2. Unfinished business
3. Workplace inspection review
4. First Aid review
5. Accident and incident review
6. Implementation review

Agenda Items (New Business)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Signatures

Worker Chair: _____
Management Chair: _____

Sample Meeting Minutes Form

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Chairperson: _____

Attendees: _____

Agenda Items (New Business)

Hazard/Item	Comments	Action	Responsible for Action	Date	Follow-up

Additional Comments

Meeting Close

Next Meeting Date: _____

Time of Meeting End: _____

Worker Chair Signature: _____

Management Chair Signature _____

Sample Workplace Inspection Checklist

Inspection Details

Office location: _____	Management contacts: _____
Inspected by: _____	Area inspected: _____
Worker contacts: _____	Date of inspection: _____

Section 1: Walking Surfaces

Elements	Y	N	Hazards/Comments
1.1 Area is tidy and well kept?			
1.2 Walkways free of obstacles?			
1.3 Floor is free of obstructions?			
1.4 Chords anchored and covered?			
1.5 Floor coverings in good condition?			
1.6 Signage posted if floors are wet?			

Section 2: Furniture & Office Equipment

Elements	Y	N	Hazards/Comments
2.1 In good mechanical condition?			
2.2 Properly assembled and adjusted?			
2.3 Items secured from tipping?			
2.4 Free from sharp edges and corners?			
2.5 Loose clothing and jewelry secured?			
2.6 Employees instructed in safe/proper use?			

Section 3: Bookcases, Shelves & Cabinets

Elements	Y	N	Hazards/Comments
3.1 Secured from tipping?			
3.2 In good condition?			
3.3 Drawers closed when not in use?			
3.4 Material safely stacked and stored?			
3.5 Heavier items between knuckle and shoulder height?			
3.6 Step stools/ladder available if needed?			

Section 4 Fire Prevention

Elements	Y	N	Hazards/Comments
4.1 Extinguishers available & accessible?			
4.2 Extinguishers tag dated monthly?			
4.3 Fire exits clear?			
4.4 Emergency numbers close to all phones?			
4.5 Fire doors closed?			
4.6 Fire exits lit?			

Section 5 Security

Elements	Y	N	Hazards/Comments
5.1 Visitors have read safety rules?			
5.2 Visitors have signed log book?			
5.3 There is a sign posted telling visitors that they must sign in?			

Section 6 First Aid

Elements	Y	N	Hazards/Comments
6.1 First aid kit available?			
6.2 First aid kit checked monthly?			
6.3 WSIB Form 82 located beside kit?			
6.4 Certificates of First Aiders posted and current?			
6.5 First aid log sheets available and in use?			

Section 7 Posted Information

Elements	Y	N	Hazards/Comments
7.1 Health and Safety policy posted?			
7.2 Workplace Violence Policy posted?			
7.3 Meeting minutes posted?			
7.4 OHS Act and applicable Regulation?			
7.5 A Guide to the Act?			
7.6 A Guide to the JHSC?			
7.7 A Guide to WHMIS?			
7.8 Emergency Phone numbers?			
7.9 SDS available?			

Elements	Y	N	Hazards/Comments
7.10 Regulation 1101 (First Aid) posted?			
7.11 Injury/Incident Summary?			
7.12 JHSC inspection records?			
7.13 Emergency Plans?			
7.14 Ministry of Labour orders?			
7.15 Employment Standards Poster, Ver 4.0?			

Section 8 Training

Elements	Y	N	Hazards/Comments
8.1 Employees aware of emergency procedures?			
8.2 Employees aware of security procedures?			
8.3 Employees provided information and instruction regarding hazards?			
8.4 Staff training current?			

Section 9 Procedures

Elements	Y	N	Hazards/Comments
9.1 Workstation ergonomically correct?			
9.2 Correct workstation setup guide posted?			
9.3 Workers aware of MMH Policy?			
9.4 MMH Policy found in inspection area?			
9.5 Emergency procedures posted?			

Section 10 Substandard Acts/Conditions

Elements	Y	N	Hazards/Comments
10.1 Contractor working safely?			
10.2 Ask workers about "near misses"?			
10.3 Chemicals near sink labelled correctly?			
10.4 Ladder in good condition?			
10.5 Ladder stored and secured correctly?			

Section 11 Electrical

Elements	Y	N	Hazards/Comments
11.1 Electrical outlets not overloaded?			
11.2 Electrical cords in good condition?			
11.3 Grounding pins and plugs are present?			
11.4 Access to electrical panels clear and unobstructed (36" minimum)?			
11.5 Breakers in the electrical panel properly labelled and legible?			
11.6 GFCI pass first test using push buttons built into the outlet receptacle?			
11.7 Extension cords: not used in place of permanent wiring?			
11.8 Electrical cords secure?			
11.9 Faulty equipment is tagged out?			
11.10 Electrical faceplates secure?			

Section 12 Indoor Air Quality

Elements	Y	N	Hazards/Comments
12.1 Ventilation systems regularly inspected, tested, and maintained?			
12.2 Air inlets and exhaust free of accumulation of dust and mould?			

Section 13 Ergonomics

Elements	Y	N	Hazards/Comments
13.1 Chair fully adjustable (seat and back)?			
13.2 Monitor adjusted to the right height?			
13.3 Shoulders relaxed and forearms parallel with the keyboard?			
13.4 Footrest available if required?			
13.5 Document holder available if required?			
13.6 Chair set up height wise, so that the thighs are parallel to the floor?			
13.7 Frequently used items located within the person's primary zone?			

Section 14 Housekeeping

Elements	Y	N	Hazards/Comments
14.1 Surface dust levels low?			
14.2 Material neatly and safely piled?			
14.3 Waste containers are not overflowing?			

Section 15 Parking Lot

Elements	Y	N	Hazard/Comments
15.1 Parking lot clear of debris?			
15.2 No potholes that may result in a trip hazard?			
15.3 Sidewalks, ramps, and walking surfaces in good repair?			

Section 16 Worker Awareness

Elements	Y	N	Hazard/Comments
16.1 Workers know how to report an accident or a hazard?			
16.2 Workers know the evacuation procedure and know where to gather outside?			
16.3 Workers know whom to contact for first aid assistance			
16.4 Workers know the location of fire extinguishers and how to use them?			

Section 17 Copier Room

Elements	Y	N	Hazard/Comments
17.1 Copier turned off when clearing paper jams?			
17.2 SDS for toner readily available?			
17.3 Person who changes the toner has read the SDS?			
17.4 Lid kept in the down position when in use?			
17.5 Cables in good repair; No frayed wires or cables?			
17.6 Room suitably ventilated when machines are in operation?			
17.7 Staff know how to clean up spilled toner?			
17.8 Maintenance log documenting repairs available to review?			

Other Comments
