

**JOHSC Effectiveness Checklist**

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| **JOINT OH&S COMMITTEE AUDIT** | **AUDIT RATING** | | | | | | | **AUDIT EXPECTATIONS** |
| **Response** | | **Points**  **Available** | **Technique** | | | **Points**  **Awarded** |
| **Yes** | **No** | **D** | **P** | **I** |
| **QUESTIONS:** |  | | | | | | |  |
| 1. Is a JOH&S Committee established where   required? |  |  | 1 |  |  |  |  | Workplaces with 20 or more regular employees require a JOH&S Committee  OH&S Act: C.7, S.29. |
| 1. Does the JOH&S Committee have established Rules of Procedure? |  |  | 1 |  |  |  |  | Must be documented. Rules of Procedures for JOH&S  Committees must be specific to the Committee at that location.  OH&S Act: C.7, S.30 |
| 1. Do the Rules of Procedure include clear documentation of the functions of the JOH&S Committee and its method of operation? |  |  | 1 |  |  |  |  | Should include functions of the JOH&S Committee, method of appointing committee members and chairperson, meeting frequency, preparation and posting of minutes, and making of recommendations. Must be specific to the Committee at that location.  OH&S Act: C.7, S.30. |
| *Audit Rating Key: D: Documented P: Posted I: Indicated Page 1 of 7* | | | | | | | | |
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| **Yes** | **No** | **D** | **P** | **I** |
| **QUESTIONS:** | | | | | | | | |
| 1. Have JOH&S Committee members received OH&S   training? |  |  | *1* |  |  |  |  | *Training should include OH&S Act, JOH&S Committee Responsibilities and Rules of Procedure, Inspection and Investigation Procedures.*  *JOH&S Committee Question: Have you received Occupational Health and Safety Training to help you understand the role and responsibilities of JOH&S Committees and how to perform your duties?*  *OH&S ACT: C.7, S. 28(2a)* |
| 1. Are JOH&S Committee Members aware of their responsibilities? |  |  | 1 |  |  |  |  | Compare answer to the lists in the OH&S Act.  OH&S Act: C.7, S.31  *OH&S Committee Question: Describe the responsibilities of the JOH&S Committee under the OH&S Act.* |
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| **Yes** | **No** | **D** | **P** | **I** |
| **QUESTIONS:** |  | | | | | | |  |
| 1. Is a list of JOH&S Committee members posted at each permanent workplace? |  |  | 1 |  |  |  |  | Must be current.  OH&S Act: C.7, S.37 |
| 1. Are JOH&S Committee minutes posted? |  |  | 1 |  |  |  |  | Must be current.  OH&S Act: C.7, S.37 |
| 1. Does the JOH&S Committee make recommendations to a level of management with the authority to resolve health and safety issues? |  |  | 1 |  |  |  |  | Important to get things done. Must be a level with authority to resolve health and safety issues.  *JOH&S Committee Question: To whom does the JOH&S Committee make recommendations?*  OH&S ACT: C.7, S. 28 (2c) |
| 1. Are action items from the minutes addressed in a   timely manner? |  |  | 1 |  |  |  |  | Examine the minutes. Must not be carried forward from meeting to meeting with no action or progress. OH&S ACT: C.7, S. 30 |
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| **Yes** | **No** | **D** | **P** | **I** |
| **QUESTIONS:** | | | | | | | | |
| 1. Do JOH&S Committee members participate in workplace inspections? |  |  | 1 |  |  |  |  | *JOH&S Committee Question: Do JOH&S Committee members participate in workplace inspections?*  OH&S Act: C. 7, S. 31 and 33(6) |
| 1. Are JOH&S Committee members involved in incident   investigations? |  |  | 1 |  |  |  |  | *JOH&S Committee Question: Do JOH&S Committee members participate in incident investigations?*  OH&S Act: C.7, S. 31 and 33(6) |
| 1. Are JOH&S Committee members involved in the   development of safe work procedures? |  |  | 1 |  |  |  |  | *JOH&S Committee Question: Do JOH&S Committee members participate in the development or review of safe work procedures?*  OH&S Act: C.7, S. 31 and 33(6) |
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| **Yes** | **No** | **D** | **P** | **I** |
| **Questions:** | | | | | | | | |
| 1. Did the JOH&S Committee participate in the   development of the department’s OH&S Program? |  |  | 1 |  |  |  |  | *JOH&S Committee Question: Did the JOH&S Committee participate in the development of the agency’s OH&S Program?*  OH&S Act: C.7, S. 28 and 31 |
| 1. Does the JOH&S Committee undertake a yearly review of the WHMIS Training Program? |  |  | 1 |  |  |  |  | *JOH&S Committee Question: Did the JOH&S Committee undertake a review of the agency’s WHMIS Training Program during the past year?*  WHMIS Regulations, S.5(3) |
| 1. Does or will a JOH&S Committee member accompany a Department of Labour OH&S Officer on inspections or investigations? |  |  | 1 |  |  |  |  | *JOH&S Committee Question: Does (or will), a JO&S Committee member accompany a Department of Labour OH&S Officer on inspections or investigations?*  *OH&S Act: C.7, S. 31, 33 and 50* |
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| **QUESTIONS:** |  | | | | | | |  |
| 1. Where workplace monitoring is undertaken, is the OH&S Committee informed of the monitoring activities, allowed to observe or otherwise be involved, and given a copy of all monitoring results? |  |  | 1 |  |  |  |  | *JOH&S Committee Question: Where workplace monitoring is undertaken, is the OH&S Committee informed of the monitoring activities, allowed to observe or otherwise be involved, and given a copy of all monitoring results?*   * *Include only if applicable*   OH&S Act: C. 7, S. 35 |
| 1. Is the JOH&S Committee involved in the investigation of OH&S complaints which are not resolved at the supervisor level? |  |  | 1 |  |  |  |  | *JOH&S Committee Question: Is the JOH&S Committee involved in the investigation of OH&S complaints, which are not resolved at the supervisor level?*  *OH&S Act: C.7, S. 31 and 33(6)* |
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| **Yes** | **No** | **D** | **P** | **I** |
| **Questions:** | | | | | | | | |
| 1. Is the JOH&S Committee involved in Work Refusals under the OHS Act which are not resolved at the supervisor level? |  |  | 1 |  |  |  |  | *JOH&S Committee Question: Is the JOH&S Committee involved in Work Refusals under the OHS Act which are not resolved at the supervisor level*?  OH&S Act: C.7, S.43 |
| **TOTALS** |  |  | **18** |  |  |  |  |  |

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Date:\_\_\_\_\_\_\_ Auditor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name & Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

Date:\_\_\_\_\_\_\_ Manager’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name & Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)