

# Joint Occupational Health and Safety Committee (JOHSC) Annual Evaluation Checklist

Must be completed annually by the committee co-chairs (or their designates) or by the employer (or their designate).

Clinic's name	Evaluation date
Joint committee name and location	
Evaluator name(s) and job title(s)	

Membership and Selection	Yes	No
Committee met membership requirements (WCA s.33).		
Worker representatives selected properly (WCA s.34).		
Employer representatives selected properly (WCA s.35).		
Training and Instruction	Yes	No
Each member received the required instruction and training (OHSR 3.27).		
Support from Employer	Yes	No
Employer provided the necessary equipment, space, clerical personnel and information (WCA s.42).		
Employer kept posted the three (3) most recent committee meeting minutes (WCA s.44).		
Duties and Functions	Yes	No
Committee fulfilled its duties and functions (WCA s.36).		
Committee met regularly (at least every month) (WCA s.37(2)).		
Meeting minutes were prepared and copies given to the employer (WCA s.43(1)).		

Member Entitlements	Yes	No
Each member received entitled time off to perform committee duties (WCA s.40).		
Each member attended health and safety training they were entitled to (WCA s.41).		
Recommendations and Responses	Yes	No
Employer responded in writing to written recommendations from the committee, if applicable (WCA s.39).		
Effectiveness Assessments	Yes	No
Were the committee's rules of procedure satisfactory? (ToR, meeting conduct, decision-making)		
Was the joint committee effective in promoting workplace health and safety?		
Additional Requirements	Yes	No
Input obtained from both co-chairs on all the above matters.		
A copy of the evaluation was shared between employer and the committee.		
Evaluation and summary of discussion included in the next committee meeting report.		
Comments (If any item was marked 'No,' provide comments and suggestions for improvement below)		

**Acronyms:**

- WCA – *Workers Compensation Act*.
- OHSR – Occupational Health and Safety regulations.
- ToR – Terms of Reference.