

## **Workplace Safety Committee Evaluation Checklist**

As you begin work with your safety committee use this checklist periodically to evaluate your progress and see if you need to adjust anything to make it more effective.

<b>To Do</b>	<b>Completed</b>	<b>Task</b>
<input type="checkbox"/>	<input type="checkbox"/>	Do you have the right number of employer and employee representatives?
<input type="checkbox"/>	<input type="checkbox"/>	Are representatives volunteers or elected by their peers? They should come from each major section.
<input type="checkbox"/>	<input type="checkbox"/>	Did the committee elect the committee chair? The chair should be elected.
<input type="checkbox"/>	<input type="checkbox"/>	Do the representatives understand the purpose of the safety committee and know how it is to function?
<input type="checkbox"/>	<input type="checkbox"/>	Do representatives serve for year-long terms? This allows representatives to be effective.
<input type="checkbox"/>	<input type="checkbox"/>	Representatives should begin their one-year term in different quarters to maintain continuity on the safety committee.
<input type="checkbox"/>	<input type="checkbox"/>	Does the committee have a goal?
<input type="checkbox"/>	<input type="checkbox"/>	Does the committee follow an agenda?
<input type="checkbox"/>	<input type="checkbox"/>	Does the committee produce minutes?
<input type="checkbox"/>	<input type="checkbox"/>	Are meeting minutes posted or made available to all employees within 48 hours of the meeting?
<input type="checkbox"/>	<input type="checkbox"/>	Are minutes maintained for three years following the meeting?
<input type="checkbox"/>	<input type="checkbox"/>	Do meeting recommendations result in review and action by the management team?
<input type="checkbox"/>	<input type="checkbox"/>	Does the committee have a method for collecting safety recommendations from the employees?
<input type="checkbox"/>	<input type="checkbox"/>	Does the committee have a method to make recommendations to management?
<input type="checkbox"/>	<input type="checkbox"/>	Does the committee have a method to follow up on previous recommendations or action items?
<input type="checkbox"/>	<input type="checkbox"/>	Does a safety committee representative investigate all workplace accidents, near misses, illnesses and deaths?
<input type="checkbox"/>	<input type="checkbox"/>	Do meetings occur while employees are being paid?
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	