

## SELF-EVALUATION CHECKLIST

Complete this form individually or together with the committee. A 'yes' response confirms the organization is fully meeting the intent. For any items that require improvement or are not being completed, select 'no' or 'N/A' depending on which response is most appropriate. The line items defined below follow general safety committee best practices and may not include all state specific requirements.

Facility Name

Assessed By

Date

### PURPOSE

The safety committee brings workers and management together in a non-adversarial, cooperative effort to promote safety and health.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The safety committee goals and objectives aligned with corporate goals and objectives.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The safety committee or safety meetings assist the employer in making continuous improvement to the safety and health programs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**Comments:**

### FORMATION AND MEMBERSHIP

The committee has equal representation of management and non-management employees.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Most of the members of the safety committee agreed on a chairperson.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Members serve a minimum of one year when possible.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Committee members represent the major activities/departments of the business.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Safety meetings held on company time.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Safety meeting attendees paid at their regular rate of pay.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Safety meetings are held at a routine frequency.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Meetings include at least one employer representative authorized to ensure correction of safety and health issues.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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**Comments:**

#### TRAINING

Committee members have been trained on the principles of accident and incident investigation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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Committee members have training in hazard identification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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**Comments:**

#### COMMITTEE MEETINGS

Committee members provided with the meeting minutes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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Written records of each safety committee meeting kept for three years.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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Written records include each of these elements:

- Names of attendees
- Meeting date
- All safety and health issues discussed, including tools, equipment, work environment and work practice hazards identified
- Recommendations for corrective action and a reasonable date by which management agrees to respond
- Person responsible for follow-up on any recommended corrective actions
- All reports, evaluations and recommendations made by the committee

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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**Comments:**

#### DUTIES AND RESPONSIBILITIES

The safety committee works with management to establish, amend or adopt accident investigation procedures that will identify and correct hazards.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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The safety committee has a system that allows employees an opportunity to report hazards and safety and health related suggestions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The safety committee established procedures for reviewing inspection reports and for making recommendations to management.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The safety committee evaluates all accident and incident investigations and makes recommendations for ways to prevent similar events from occurring.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Safety committee ensures meeting minutes are available for all employees to review.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The safety committee evaluates management's accountability system for safety and health and recommends improvements. Examples include use of incentives, discipline and evaluating success in controlling safety and health hazards.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Comments:</b>			
<b>CENTRALIZED SAFETY COMMITTEE</b>			
If a centralized safety committee has been formed because the organization has multiple locations – the committee represents the safety and health concerns of all locations.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The centralized safety committee meets the requirements for safety committees.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The centralized safety committee has a written safety and health policy that: <ul style="list-style-type: none"> <li>• Represents management commitment</li> <li>• Requires and describes effective employee involvement</li> <li>• Describes how the company will hold employees and managers accountable for safety and health</li> <li>• Explains specific methods for identifying and correcting safety and health hazards at each location</li> <li>• Includes an annual written comprehensive review of the committees' activities to determine effectiveness</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Comments:</b>			

## INSPECTIONS

The safety committee established procedures for conducting workplace safety and health inspections.

☐ Yes

☐ No

☐ N/A

**Comments:**

## DISCUSSION

Safety committee meetings include discussions of:

- Safety and health issues
- Injuries since last meeting
- Incident/injury trends

☐ Yes

☐ No

☐ N/A

Accident investigations, causes and suggested corrective actions

**Comments:**

## OTHER

☐ Yes

☐ No

☐ N/A

☐ Yes

☐ No

☐ N/A

☐ Yes

☐ No

☐ N/A

**Notes:**