

## External Factors

1. Does senior management demonstrate its support of the committee by providing resources, training and time for committee activities?
2. Do workers (the union) demonstrate their support of the committee by their actions?
3. Are the best available people chosen to serve on the committee?
4. Is senior management represented on the committee?
5. Is the committee large enough to ensure fair representation but small enough to be able to get things done?
6. Does a tiered structure of committees exist where required by the size or complexity of the work place?
7. Does the committee report to the appropriate individual (one who gets things done)?
8. Does the committee meet regularly?
9. Have committee members received training in:
  - ❖ committee functions;
  - ❖ health and safety regulations;
  - ❖ inspections;
  - ❖ accident investigation;
  - ❖ problem solving;
  - ❖ effective communication
10. Does the committee participate in planning on all issues which have health and safety implications?
11. Does the committee receive technical support when required?
12. Does management always give reasons when committee recommendations are not implemented?

## **Internal Factors**

13. Are committee responsibilities defined?
14. Are the responsibilities of committee members known by workers?
15. Do workers know who their committee representatives are?
16. Are members rotated on a staggered basis?
17. Have procedures for various committee activities been established?
18. Is the committee appropriately chaired?
19. Do one or two individuals dominate meetings?
20. Has the committee participated in all the activities prescribed by legislation, collective agreement, or its own list of responsibilities?
21. Are agendas prepared and distributed well in advance of each meeting?
22. Can any member contribute items to the agenda?
23. Do members attend meetings regularly?
24. Are committee minutes available to all employees promptly after each meetings?
25. Do committee members report on their activities at labor or management meetings?
26. Do workers communicate unresolved safety issues to the committee?
27. Is the committee perceived as performing a useful function by workers, supervisors and management?

## Results

28. Has the accident frequency rate been reduced?
29. Has the accident severity rate been reduced?
30. Has the committee achieved its declared objectives?
31. Has the committee identified significant hazards or problems?
32. Has the committee recommended viable solutions to these hazards or problems?
33. What ratio of committee recommendations have been implemented?
34. What proportion of committee recommendations deal with 'before-the-fact' measures rather than 'after-the-fact' solutions?
35. What is the ratio between new and old problems raised in committee?
36. What proportion of unsafe work refusals has been successfully resolved by the committee?
37. What is the ratio of issues resolved in committee, by referral to senior management, by referral to government inspectors, and with no solution?
38. Has the number of complaints initially addressed to government inspectors decreased?
39. Has the number of orders written by government inspectors been reduced?