



Effective Health and Safety Committees

Canary Exercise - Self-Assessment Checklist

Item	Status
Written protocols	
1. Committee has written protocols (guidelines, procedures, or other form of agreement) which establishes rules and defines: <ul style="list-style-type: none"> • Purpose of committee • Constituency / composition • Terms of office • Selection of members • Duties and functions • Recordkeeping standards (agendas, minutes, reports, etc.) • System for resolving disputes 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Membership	
2. There are a minimum of 4 members, with both labor and management representatives from the workplace.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. At least 50% of members are labor representatives.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Labor representatives have selected a co-chair.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Management representatives have selected a co-chair.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Names and work locations of committee members and alternates are posted.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties and Functions	
7. Identify unhealthy or unsafe workplace situations and advise on effective systems for eliminating or safely managing those conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Consider and quickly resolve complaints relating to the health and safety of employees.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Consult with employees and managers on issues related to safety and health in the work environment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Make recommendations on programs, trainings, policies, and other interventions to promote the health and safety of employees and monitor program(s) effectiveness.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Ensure accident reports are reviewed on a regular basis and accident investigations are conducted when needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Assign representatives to participate in on-site inspections as needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Assign representatives to participate in accident investigations as needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Meeting Activities	
14. Prepare an agenda for each meeting.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Meet regularly – frequency dependent on need but at least quarterly.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Report on the status of recommendations made by the committee.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Review and comment on inspection reports.	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Review employee health and safety suggestions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Confirm for each action item that an individual was assigned, a deadline for completion was set, and follow-up was done to make sure action items were completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Provide speakers, special programs, or other training during meeting when appropriate.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Activities	
21. Attend health and safety training courses. All committee members should receive training in basic health and safety issues and should continue to keep updated on topics relevant to their workplace.	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Minutes (kept for at least 2 years from date of meeting) are readily accessible to committee members.	<input type="checkbox"/> Yes <input type="checkbox"/> No
TOTALS	YES ____ NO ____