

## 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	YES	NO	N/A
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
<b>Comments:</b>			
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
<b>Comments:</b>			

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
Committee members have training in hazard identification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Comments:</b>			
COMMITTEE MEETINGS			
Committee members provided with the meeting minutes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Written records of each safety committee meeting kept for three years.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Written records include each of these elements: <ul style="list-style-type: none"> <li>Names of attendees</li> <li>Meeting date</li> <li>All safety and health issues discussed, including tools, equipment, work environment and work practice hazards identified</li> <li>Recommendations for corrective action and a reasonable date by which management agrees to respond</li> <li>Person responsible for follow-up on any recommended corrective actions</li> <li>All reports, evaluations and recommendations made by the committee</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Comments:</b>			
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
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>INSPECTIONS</b>			
The safety committee established procedures for conducting workplace safety and health inspections.	<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>			

DISCUSSION			
Safety committee meetings include discussions of: <ul style="list-style-type: none"> <li>• Safety and health issues</li> <li>• Injuries since last meeting</li> <li>• Incident/injury trends</li> <li>• Accident investigations, causes and suggested corrective actions</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Comments:</b>			
OTHER			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**Notes:**