

Section 1: Compliance

1. Were regular Committee meetings held in accordance with provincial regulations (at least quarterly)?

2. Did Committee meetings have full participation by the members? Was there a quorum for each meeting and did the co-chair responsibilities rotate?

3. Were accurate meeting minutes forwarded to WHSCC as required, and copies posted to site bulletin boards?

4. Did the Committee participate in workplace inspections? Please provide examples.

5. Did the Committee receive concerns or complaints from workers respecting occupational health and safety issues in the workplace?

Section 2: Effectiveness

6. Did the Committee make recommendations to adequately address the issues or concerns presented by employees? Were the problems solved to the satisfaction of the employees involved? Please provide examples.

7. Did the Committee make recommendations to the employer regarding the enforcement of established standards to protect the health and safety of workers at the workplace? Please provide examples.

8. Was the Committee involved in reviewing accident investigation reports?

9. Did the Committee make recommendations to management based on investigation report findings? Please provide examples.

Section 3: Leadership

10. Did the Committee establish or promote any health and safety educational programs for workers? Please provide examples.

11. Did the Committee make presentations or chair discussions e.g. at employee or management meetings (other than OH&S Committee meetings)? Please provide examples.

12. What activities or initiatives did the Committee assist the employer with in promoting recognized Occupational Health and Safety needs? Please provide examples.

13. Describe any other ways that the Committee may have sought to identify aspects of the workplace that may be unhealthy or unsafe. ? (Employee surveys, questionnaires, etc.)

Signed Co-Chair (Employer): _____ Ph # _____

Signed Co-Chair (Employee): _____ Ph # _____

Please Mail or Fax Application on or before March 1, 2010 To: Executive Director of Newfoundland and Labrador Health Boards Association, 2nd Floor Beothuck Building, 20 Crosbie Place, St. John's, NL, A1B 3Y8; Fax: 364-6460