

SECTION FOURTEEN - SUPPLEMENTARY: INTERPRETATION GUIDE

HOW IT APPLIES

This section deals with a variety of issues that are not covered in other sections.

Small business - Questions 14.1, 14.2, 14.3, 14.5 and 14.8 do not apply.

QUESTION 14.1

If you have five or more, but less than 20 persons employed in your company, you are required to have a safety representative. A safety officer or safety supervisor is not a safety representative. A safety representative is chosen by the workers.

If you have 20 or more persons regularly employed in your workplace, you are required to have a JOHS committee.

QUESTION 14.2

“Meaningful participation” means: Have the JOHSC members/safety rep received training in their various functions; such as, investigation, inspection, program, etc.?

QUESTION 14.4

Confirm through documentation that the safety committee or safety representative is involved in the ongoing review and development of program elements relating to occupational health and safety. Documentation can be found in the minutes from meetings, memos, etc.

QUESTION 14.5

When evaluating safety committee operation for compliance, consider: meeting frequencies, management/employee quorums, rules of procedure, election of members, communications, project size/duration, etc. (Refers to Section 29-33 of the OH&S Act.)

QUESTION 14.6

This question asks: “Have you considered whether an environmental policy is necessary?”. Your determination must be based on what you do. Do you have potential for an environmental accident?

QUESTION 14.7

Numerous pieces of documentation are required to be posted. Please refer to the OH&S Act and Regulations.

QUESTION 14.8

Are persons with supervisory duties evaluated (at least annually) to determine if they are properly conducting their OH&S responsibilities?

QUESTION 14.10

“Medical surveillance” refers to hearing testing, respiratory testing and other types of medical monitoring for long-term health effects.

QUESTION 14.11

Does your firm use prizes or awards as a way of encouraging safety?

* Please see pages 8-11 for how to score N/A (not applicable).

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SUPPLEMENTARY	Possible Score	COR Evaluation Method			Your Score
		Documentation	Observation	Interview	
Section 14					
14.1 Does a safety committee/representative exist?	5				
14.2 Have safety committee members/representatives received sufficient training for meaningful participation?	5				
14.3 Is the safety committee/representative regularly consulted and are their recommendations considered?	0-4				
14.4 Are safety committee members/representatives/employees involved in the review, development or change of policies?	2				
14.5 Does the safety committee operate according to regulatory requirements?	10				
14.6 Has an assessment been completed to determine if an environmental policy is needed?	1				
14.7 Have posting requirements been satisfied?	1				
14.8 Are management health and safety performance evaluations carried out?	1				
14.9 Does the company utilize a modified light duty work program?	1				
14.10 Does the company utilize a medical surveillance program?	1				
14.11 Does the company utilize a safety awards program?	1				
	Total Possible Score (Deduct any non-applicable)	32	Your score this section		
Please carry this score to the summary sheet. (REAR)					

SECTION FOURTEEN - SUPPLEMENTARY: INTERVIEW SECTION

		Number of Employees questioned: <input type="text"/>			
EMPLOYEE QUESTIONS		Positive Response	Negative Response	No Response/ N/A	Total Response P or N
14.1	Does a safety committee or representative exist?				
14.2	Have you received training for your role on the safety committee or as a safety rep. (This question is only applicable for safety committee members/safety reps)				
14.3	What happens when the safety committee/rep makes recommendations?				
14.4	Have you been involved in the review/development or change of policies?				

		Number of Management questioned: <input type="text"/>			
MANAGEMENT QUESTIONS		Positive Response	Negative Response	No Response/ N/A	Total Response P or N
14.1	Does a safety committee or representative exist?				
14.2	Does the safety committee/representative receive proper training?				
14.3	What happens when the safety committee/rep makes recommendations?				
14.4	Are safety committee members/representatives/employees involved in the review/development or change of policies.				

