

Joint Occupational Health & Safety Committee Annual Evaluation Guidebook



How you want to be treated.



Interior Health



Provincial Health Services Authority
Province-wide solutions.
Better health.



fraserhealth

About this Guidebook

This Guidebook is intended to be a resource as well as a supplement to the Joint Occupational Health & Safety (JOHS) Committee Evaluation Report tool. This Guidebook will provide useful hints, suggestions and resources to assist you in completing an evaluation using the provincial JOHS Committee Evaluation Report tool.

What is a JOHS Committee Evaluation?

An effective JOHS Committee provides a way for the employer and workers to work together to identify and find solutions for health and safety problems in the workplace. Generally, the first objective is to ensure the Committee meets the minimum legal requirements as required by WorkSafeBC legislation and regulations. Meeting these minimum requirements is necessary, but is not a guarantee of an effective JOHS Committee. This tool will evaluate the JOHS Committee and provide suggestions for continued improvement.

Every year, the employer is required by WorkSafeBC regulations to ensure a written evaluation of each JOHS Committee is conducted. This evaluation tool was developed in collaboration with representatives from the Health Authorities and Unions, and is to be used to evaluate the effectiveness of the Health Authority's JOHS Committees.

This Guidebook will guide you through the following four steps required to complete the JOHS Committee Evaluation process:

1. Identifying the roles and components in the JOHS Evaluation.
2. Determining the tools and information required to complete the process.
3. Reviewing and scoring the required information.
4. Preparing a final summary report and developing an action plan.

Step 1 – Identify the roles/process in the JOHS Committee Evaluation

1. To commence the evaluation, each JOHS Committee must discuss the evaluation at one of their meetings. This will determine the Lead Evaluator, outline other individual responsibilities, and include a review of the elements/timelines associated with the evaluation. Important aspects of the evaluation include:
 - Completion Deadlines – Generally, it is expected that the evaluation will be completed within one (1) month of commencement.
 - The final report for the JOHS Committee Evaluation must be completed and presented to the JOHS Committee in time for their next month’s meeting (approximately 30 days)
 - The evaluation will be led either by the **JOHS Committee Co-Chairs** or an evaluator assigned by the **Employer**.
 - The evaluation will typically span the previous 12 months from the month the evaluation is undertaken.

What does the Lead Evaluator(s) do?

The **Lead Evaluator’s** responsibilities include:

- Understanding what information needs to be collected.
- Scheduling and completing the JOHS Committee Evaluation
- Informing all participants of the importance of conducting the Evaluation and the timeline for completion.
- Drafting and finalizing the final report.
- Accessing and using **SafetyTask** for tracking purposes.

What do all JOHS members (co-chairs, regular members and alternates) do?

All **JOHS Committee members** are responsible to:

- Provide key documentation to the Lead Evaluator.
- Complete the JOHS Committee Evaluation survey within the timelines provided (typically 2 weeks).
- Review the final evaluation report.
- Develop an action plan to address deficiencies as agreed to by the JOHS Committee.

Step 2 – Lead Evaluator obtains the tools and required information to complete the JOHS Committee Evaluation

1. Obtain resources such as this Guidebook and the JOHS Committee Annual Evaluation Report Tool from **SafetyTask**.
2. Obtain a copy of the previous evaluation report (if available) from **SafetyTask**.
3. Forward the JOHS Committee Annual Evaluation Survey to all JOHS Committee Members.
 - a. The *preferred delivery method* is an online survey tool which may need to be setup and the link obtained from your Health & Safety department.
 - b. Forward the survey to all members of the JOHS Committee (regular and alternates). Provide two (2) weeks to complete the survey to ensure timelines are met.
4. Gather the following documentation from the JOHS Committee:
 - a. Meeting minutes from the previous 12 months.
 - b. Terms of Reference (ToR).
 - c. JOHS Committee Membership List as well as access to the Provincial JOHS Committee Membership List.
 - d. JOHS Committee Member Training Records (new member and annual entitlement records).
 - e. JOHS Committee 21 Day Recommendation Letters (if applicable).

Provincial JOHS Committee Membership Lists

- BCEHS: - [Link](#)
- Fraser Health: - [Link](#)
- Interior Health: [Link](#)
- Island Health: [Link](#)
- Northern Health: [Link](#)
- Providence Health: [Link](#)
- PHSA: [Link](#)
- Vancouver Coastal: [Link](#)

Definitions for Icons Used in the Final Report Tool



Questions with this icon are scored using the average response score from the survey.



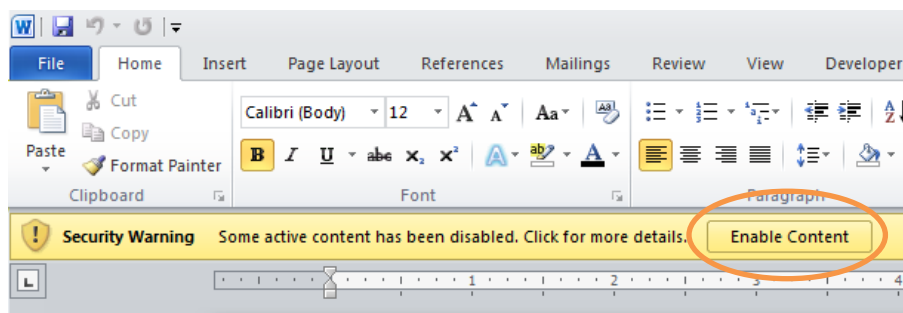
Questions with this icon are scored through a review an analysis of a document.



Questions with this icon are scored by observation.

Step 3 – Lead Evaluator reviews and scores the required information in the Final Report Tool

1. Open the Final Report Tool in Word. The tool uses macros to complete the autoscoring and therefore this feature must be enabled. Click the **Enable Content** button when prompted.



2. Questions within the Final Report Tool are typically scored on a scale of 1 to 5 points. **All scoring is completed within Appendix A and B of the Final Report Tool only.** The Overall Effectiveness scoring table in the report and Appendix C will be updated automatically once the scoring is completed in Appendix A and B and the Lead Evaluator clicks the appropriate update buttons. The Lead Evaluator(s) will need to manually enter the *Percentage Score Last Year* into the table.

	Points Awarded this Year	Points Available this Year	Percentage Score	Percentage Score Last Year (if applicable)
Section 1 - Governance and Mandate	0	55	0.0%	%
Section 2 - Employer Commitment, Support and Resources	0	20	0.0%	%
Section 3 - JOHS Committee Member Engagement, Visibility and Communication	0	25	0.0%	%
Section 4 - JOHS Committee Activities	0	30	0.0%	%
OVERALL EFFECTIVENESS SCORE	0	130	0.0%	%

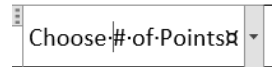
After scoring the questions in Appendix A and B this table in the Final Report Tool (except the last column) and Appendix C will automatically update with scores.

Documentation/Observation Scoring Steps

1. With access to all relevant JOHS Committee documentation, use the Final Report Tool and move to Appendix A to start the scoring process.
2. Complete the worksheets following the instructions for each question, referring to Appendix B of this Guidebook for examples/suggestions for select questions.
3. Score the points awarded (1 to 5) for each question by clicking the box entitled “Choose # of Points” and selecting the number points in accordance with the scoring matrix as outlined for each question.



You may need to click the drop-down box and then click down arrow on the right of the drop-down box to score the questions



4. Use Appendix D in the Final Report Tool to record comments or observations (if applicable).



If the Lead Evaluator is the employer (e.g. OHS Department), the observation questions can be completed by the Co-chairs and the status of findings reported back to the Lead Evaluator.

5. Upon completion of all scoring in Appendix B in the Final Report tool, click the update icon to update the scoring tables.



Update Icon

JOHS Committee Member Survey Scoring Steps

1. After providing approximately two weeks to complete the survey, obtain a copy of the survey results. The survey will tally an average final score between 1 and 5 for most questions.
2. Enter the score from the survey into Appendix B “**JOHS Committee Representative Survey Results**” within the Final Report Tool.
 - a. For the JOHS Committee Composition questions, indicate the total number of “Yes” or “No/Unknown” responses. These questions are not scored but included for the JOHSC to consider as part of the evaluation.
 - b. For all other questions, click the box entitled “Choose # of Points” to enter the scores into the Final Report Tool. Only the survey questions allow for ½ points to be entered. Round the average score from the survey either up or down and enter this score into the Final Report Tool.
3. Once all answers/scores are entered, double click the update icon to update all other scoring tables in the Final Report Tool.



Update Icon

Step 4 - Lead Evaluator finalizes the Final Report Tool

The final steps in preparing the report are:

1. Enter the appropriate information (JOHS name, evaluation date, etc.) on the title page of the report using the appropriate dropdown boxes.
2. Review the overall scores and detailed scoring summary (Appendix C) to ensure all the scoring is correct and complete.
3. Ensure comments and observations are recorded in Appendix D of the report.
4. If applicable, enter the final percentage from the previous evaluation report into the table located in the section entitled *Overall Effectiveness and Suggested Action Items* on page 3 of the Final Report Tool.
5. If applicable, indicate four lowest scored questions as suggestions for the JOHS Committee to review in greater detail into the table located in the section entitled *Overall Effectiveness and Suggested Action Items* on page 3 of the Final Report Tool.



The Lead Evaluator may send a draft version of the report to the JOHS Co-Chairs or OHS Department for review prior to finalizing the report.

6. Finalize the report and forward the report to the JOHS Committee.
7. Save a copy of the final report in PDF format and upload it to **SafetyTask**.

JOHS Committee Development of an Action Plan

Upon receipt of the JOHS Annual Evaluation Report, the JOHS Committee will:

1. **Review the final report.** The JOHS Committee will review the final report and agree upon specific sections of the evaluation where the JOHS Committee scored low and will focus efforts over the course of the following year to improve these sections. This discussion along with the action items will be documented in the JOHS Committee's meeting minutes.
2. **Develop an Action Plan.** The JOHS Committee will develop an action plan detailing responsibility, timelines and course of action to improve the specific questions agreed to by the JOHS Committee. This action plan must be implemented over the course of the following year.



See Appendix C of this Guidebook with tips on how to create a SMART action plan

3. **Track the Action Plan.** The action plan will be entered in to **SafetyTask** and tracked to completion by the JOHS Co-Chairs.

Recognition: Working Group and Pilot Sites

This JOHS Committee Evaluation Report Tool and Guidebook were developed in collaboration between the Health Authorities and various Unions (BCGEU, BCNU and HEU) through the formation of a working group. A special thank you to the following individuals for their participation on the working group:

- Chris Dorais – HEU
- Georgina Hackett – BCNU and HEU
- Wendy Mah - BCGEU
- Helen McMillan – Safety and Prevention, BCEHS
- Mike Messerschmidt – Workplace Health, PHSA
- Joel Odin – Workplace Health, Fraser Health
- Sherry Ogasawara - BCGEU
- Keyvan Rahbar – Workplace Health, Vancouver Coastal Health

The Working Group would like to recognize the following JOHS Committee's for their participation in the pilot of the JOHS Committee Evaluation Report and Tool:

- Abbotsford Health Unit JOHS Committee – Fraser Health
- Cottage/Worthington JOHS Committee – Fraser Health
- Mental Health Burnaby (PHSA) JOHS Committee - PHSA
- Ridge Meadows Hospital JOHS Committee – Fraser Health
- Vernon Jubilee Hospital JOHS Committee – Interior Health

The JOHS Committee Evaluation Final Report Tool was based on the research and tools developed by the [Centre of Research Expertise in Occupational Disease](#) and used under permission.

Appendix A
JOHS Member Survey Questions

Survey Setup Instructions: Nearly all questions have a choice of 5 possible answers. Each answer is awarded a certain number of points ranging from 1 to 5 points. The points awarded by category are as follows:

Answers	Points
Strongly Disagree	1 point
Disagree	2 points
Neutral	3 points
Agree	4 points
Strongly Agree	5 points
Not Applicable	Not scored

The survey must be setup to calculate the **average total** of points awarded for each question. It is suggested that an online survey be used for this purpose. Survey questions with a “Yes” or “No” response are not scored using this point system.

Survey Questions

SECTION: COMMITTEE COMPOSITION

Question: Please identify your JOHS Committee from the following list.

- a. <List of JOHS Committees>

Question: Please select today's date

- a. <Date>

Question: Please select your role on the JOHS Committee

- a. *Management Representative*
- b. *Union Worker Representative*
- c. *Non-Union Worker Representative*
- d. *Adhoc or Ex Officio (non-voting member)* Note: if this answer is selected, end the survey

Management Rep Question: Do you exercise managerial functions for the employer and, to the extent possible, do so at the workplace for which the joint Committee is established?

- a. *Yes*
- b. *No*

Union Worker Rep Question: Were you selected to represent your union on the JOHS Committee according to the procedures established or agreed to by your union?

- a. *Yes*
- b. *No/Unknown*

Non-Union Worker Rep Question: Were you selected to represent non-union workers on the JOHS Committee by a secret ballot?

- a. Yes
- b. No/Unknown

SECTION: GOVERNANCE AND MANDATE

Question: 1.2 The JOHS Committee members participated in the development and maintenance of the Terms of Reference (ToR) collaboratively (e.g. reviewed and approved the ToR).

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Question:1.3 In the past 12 months, I received the agenda and invitation to contribute agenda items early enough ahead of the meeting.

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Question:1.4 In the past 12 months, I had the opportunity to contribute to the agenda and submit additional agenda items before the meeting.

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Question:1.5 In the past 12 months, I received the draft minutes early enough and was provided sufficient work time to review and comment on them before the next meeting.

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Question:1.12 I feel that I am able and supported to participate in the 8-hour annual JOHS Committee member education at no cost to me.

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

SECTION: EMPLOYER COMMITMENT, SUPPORT AND RESOURCES

Question:2.1 Paid work time is provided for members to prepare for and attend JOHS Committee meetings and carry out all committee activities (e.g. inspections, investigations, etc.).

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Question:2.2 Occupational health and safety experts (i.e. OHS Advisor/Consultant) are available to support the JOHS Committee.

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Question:2.3 Occupational health and safety reports (i.e. incident reports, WorkSafeBC inspection reports) are provided to the JOHS Committee in time for their meeting.

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Question:2.4 The Employer consults with JOHS Committee on occupational health and safety initiatives (e.g. policies, programs, procedures and training.)

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

SECTION: JOHS COMMITTEE MEMBER ENGAGEMENT, VISIBILITY, AND COMMUNICATION

Question:3.1 All JOHS Committee members participate or have opportunities to participate, in discussions during meetings with no one group/person dominating the discussion.

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Question:3.2 The JOHS Committee members are engaged and committed to occupational health and safety.

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

SECTION: JOHS COMMITTEE ACTIVITIES

Question:4.1 Issues are actioned appropriately either informally (i.e. emails) or formally using a 21 Day Recommendation letter.

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Question:4.5 As a JOHS Committee member I feel that I am able and supported to participate (if required) in workplace inspections.

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Question:4.7 As a JOHS Committee member I feel that I am able and supported to participate (if required) in incident investigations.

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Question:4.8 *Worker Reps Only:* I received education about the procedure to refuse unsafe work and I feel confident that I could carry out my role as a Worker Representative in the right to refuse unsafe work process.

Note: Management Representatives must select Not Applicable for this question

Strongly Disagree / Disagree / Neutral / Agree / Strongly Agree / Not Applicable

Appendix B

Worksheet Examples and Tips

The following sections provide examples along with tips to assist the Lead Evaluator in answering specific questions in the scoring tool. If you have any questions during the evaluation process please contact your OHS Department for assistance.

Question 3.4 - Example

The JOHS Committee is required to prepare detailed meeting minutes. A good set of minutes should include the following:

- A list of who attended the meeting and who they represent.
- A description or summary of the issues that were discussed.
- Copies of reports, statistics, and other documents reviewed during the meeting.
- Notes of any actions required, the name of the person assigned to complete the action, its priority, and the expected completion date.
- Descriptions and updates that show outstanding action items are tracked and monitored to completion.
- Information that show minutes are adopted at the next meeting.

The following is an example of a detailed set of meeting minutes.

Community Mental Health & Substance Use
Joint Health & Safety Committee

Joint Occupational Health & Safety Committee Minutes

Location: Room 600, 8100 Anystreet Avenue / Time: 11:00 – 12:00 / Date: May 3, 2017

Sam Barclay Program Mgr. OCHSB JOHS – Executive ALT: J. Jeff Gage or Lisa Hayes	Jim Banks Operations Center (HSE) Team Leader – USAI	Vacant (E.O. for ROPG)	Ryan Graham (AV – DT H&A)	Vacant Program Dir. OCHSB Erickson, BOBEV	Ken Jase Superior Director JOHS – BOBEV	Brett Smith SVP
Barry Lee S&S – OHS Audit BOBEV	Rayan Ross (Safety Advisor)	Rene Thompson (Team Leader-H&A)	Jill Gill S&S – Audit BOBEV	ALT: Ken Jase	ALT: Vacant	ALT:
ALT:	ALT:	ALT:	ALT: Amy Bohne			

REGRETS:

CHAIR: Sam

GUEST: None

1.0 Call to Order: 11:30am

2.0 Approval / Additions to Agenda: Remove the "Reports/Trend Analysis" page from the agenda, use the one with the Minutes

3.0 Adoption of Minutes for April 5, 2017: Approved.
Reminder: to post Minutes at your site

4.0 Unfinished Business:

4.1 Ants at CAP: ongoing

5.0 Regular Reports

5.1 Trend Analysis of SLS Hazards: none

5.2 Trend Analysis of Monthly VCH JOHSC Report: none

5.3 Emergency Response Drills – see checks. Code Green for May 2017

5.4 Inspections

5.5 First Aid Assessments

5.6 Violence Risk Assessments/Audit:

5.7 Emergency Response Guides

Status: See Reports/Trend Analysis table on next page.
Action Taken: See attachment for the 2017 Emergency Drill Schedule for all sites.

6.0 New Business:

6.1 Code Black clarifications: "Why not evacuate right away?". Alex said because it will cause more damage and panic. Police should be engaged first and validate the situation, they will determine if evacuation is necessary. The HEMBC are also working on updating the procedures to be more suitable for community health or non-hospital sites. Depending on the situation, managers can order for an evacuation.

6.2 JHSC Effectiveness Survey Results: There are 7 responses for the survey. Here are the reviews:

Question 1: about 42% choose "list of name of committed members is posted in more than one location". Comment: Please check your location and see if names are posted

Question 2: 100% said "all JHSC members participate in discussions". Comment: Good standing

Question 3: over 57% said "JHSC members are always engaged and committed to occupational health and safety"

Question 4: over 57% said "JHSC meeting minutes are posted in multiple locations and are actively distributed to all levels of management". Comment: Please remember to post the most up-to-date Minutes.

Question 5: over 85% said "time is provided for members to prepare for an attend JHSC meetings and carry out all committee activities" and "OH & S advisors are always available to attend JHSC meetings".

Question 6: over 85% said "management always addresses formal written recommendations from the JHSC".

Questions 7: over 42% said "JHSC members always receive annual JHSC-related training/education". Comment: It is mandatory to attend training once a year.

Question 8: over 71% said "JHSC has clear terms of reference and all members actively contribute to a set of regularly renewed objectives". Over 66% said "meeting agendas are distributed well ahead of the meeting and members are invited to contribute agenda items".

Question 9: Different responds for this question, since our team conduct inspections quarterly. Maybe considering changing the question to "pre-determined" schedule for next year's survey. 9b) Over 71% said "JHSC worker member fully participates in incident investigations", the goal is to be all involved. 9c) over 71% said "employer shares occupational health and safety reports with JHSC"

Question 10: mixed responds

Next goal: 1. Having more diverse people for inspections.
2. Post Minutes and names of committee.
3. Promotion of OH & S.

6.3 May 7 to 15: Emergency preparedness weeks.

7.0 Committee Projects: NONE

End time:

Next Meeting: June 7, 2017

Question 4.2 - Example

The JOHS Committee is required to develop appropriate formal written 21 Day Recommendation letters. A well written recommendation letter follows the listed standards in that:

- it should be prepared on the Health Authority’s 21 Day Recommendation letter template, or other suitable template.
- the issue is related to OH&S.
- it specifically identifies the OH&S issue/concern and should reference the specific OH&S Regulation, Workers’ Compensation Act section or OH&S Program requirements (if applicable).
- it provides a detailed recommendation regarding how the issue should be addressed.

The following is an example of a detailed recommendation letter

Joint Health and Safety Committee Recommendation

To: <u>Tim McMillan (Manager)</u>	Date: <u>Jan. 13, 2012</u>
From: Joint Health & Safety Committee	
<u>Gordon Martin</u> (Co-Chair Signature – Employer Representative)	<u>George Green</u> (Co-Chair Signature – Worker Representative)
Please respond by: <u>Feb. 3, 2012</u> (Within 21 calendar days.)	
<p>OH&S Issue: (Give a short, clear and complete description of the issue. Describe what, why, who, where and when.) First Aid Record Book shows 10 incidents in last quarter of 2011 involving paint fumes in the shop. The existing paint booth is 20 years old and no longer functioning adequately.</p>	
<p>Committee Recommendation: (attach a separate sheet if necessary) (Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.) Estimates of repair costs are very high; it is more cost effective to purchase a new booth. Recommend installation of a new paint booth and respirator system in the shop. cc: George Green (shop foreman), Carl Page (Safety Coordinator)</p>	
<p>Employer Response: (attach a separate sheet if necessary) (Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.) Agreed. Paint booth will be waterfall style ventilation booth with exhaust onto the roof. An air-line respirator system will be installed within the next month. After installation, Carl Page will conduct a training program for all users.</p> <p style="text-align: right;">Signature: <u>T. McMillan</u> (Department Head or Designate)</p> <p style="text-align: right;">Date Returned: <u>Jan 26/12</u></p>	
<p>Committee Comments: (Note any follow-up or additional action required by the Committee.) George Green to provide input to Carl on training program, as required.</p>	

Appendix C

How to Create a SMART Action Plan

A **SMART** action plan incorporates five characteristics of an action: specific, measurable, attainable, relevant, and time-based. To help the JOHS Committee set up a **SMART** action plan, there are five steps that will assist the JOHS Committee in developing their action plan in a fast and optimal manner.

Step 1: Make it Specific

- The more specific you are with the action, the easier it will be to achieve rather than trying to focus on a general action. Make the action focused and defined to ensure a greater chance of accomplishment.
- To help the JOHS Committee be specific with the actions, answer the questions of: who, what, when, where, which, and why. These answers are going to help the JOHS Committee formulate the steps the JOHS Committee needs to achieve in their **SMART** action plan.

Step 2: Make it Measurable

To ensure that the action is measurable, the JOHS Committee will need to have certain criteria that will help them measure the action and the progress of the action.

- Set a timeline for the action of when you want it to be accomplished, and certain mid-action criteria to prevent the JOHS Committee from falling Committee on the action.
- Having a weekly or monthly reminder to help the JOHS Committee stay on track is a good way to measure the progress of the action.

Step 3: Make it Attainable

- Make sure that the **SMART** action plan incorporates attainable actions. Everyone has a certain schedule, workload, and information that they can use to help them attain their action. With the information that the JOHS Committee has, can the JOHS Committee obtain the action as desired? If the JOHS Committee are coming across too many roadblocks that make the action unattainable, try setting a different action or re-constructing the action to make it more achievable.

Step 4: Make the Action Relevant

- Make sure that the action is realistic. Set an action that the JOHS Committee has an actual chance of achieving.

Step 5: Make it Time-Based

- A **SMART** action plan must have a deadline. This will help motivate the JOHS Committee to work harder, faster, and stronger to accomplish it. If the action seems weak and there is no timeline attached to it, then the JOHS Committee runs the risk of getting sidetracked and putting the action on the back burner for later.

Source: <https://blog.udemy.com/smart-action-plan/>