##

## A picture containing text, font, graphics, graphic design  Description automatically generatedJoint Committee Evaluation Checklist ExamplE

#### Structure and Representation of Committee

* Composed of equal numbers of management and worker representatives.
* Worker representatives are democratically elected by workers, selected by workers or worker representatives, without management interference in either case.
* Members elect the Committee co-chairs (one from management and one from workers).
* Members are paid their regular wages during Committee training and meetings.
* Members serve on the Committee for at least one year, and terms of service are staggered so that experienced members are always on the Committee.
* Reasonable efforts made to ensure that Committee representatives represent the facility’s major work activities.

#### Membership Roles and Responsibilities

* Members understand the purpose of the Committee and how it functions.
* Committee Charter is complete and current.
* Annual goals and success factors are reviewed regularly.
* Members have access to applicable resources as well as occupational safety and health rules.
* Members have received chemical safety training when first joining the Committee, as well as an annual refresher.

#### Meetings and Communicating

* Committee meets at least monthly, and meetings follow a written agenda.
* Agenda shared with members at least one week prior to the meeting.
* Meeting minutes, including reports, evaluations, and recommendations, as well as other materials generated by the Committee are available to all workers.

#### Chemical Hazard Identification and Incident and Reporting

* Committee has formal and informal methods for collecting employees’ chemical safety-related suggestions and reports of hazards, with the option for confidentiality.
* Committee reviews submitted chemical hazard identification and incident report.
* Committee’s quarterly inspection team:
	+ - Includes management and worker representatives.
		- Follows a standard procedure for identifying chemical safety and health hazards during its inspections.
		- Documents the location and identity of workplace hazards.
* Committee has a procedure for investigating workplace hazards and incidents.