



Internal CUPE Local Occupational Health and Safety Evaluation – All Sectors

LOCAL _____ **NAME:** _____ **DATE:** _____

This evaluation checklist considers the internal working of health and safety member representation within Local structures. It is intended to be filled out by the worker side of the Joint Health and Safety Committee (JHSC) or Health and Safety Representative (HSR), as applicable. Any answer that results in a “no” or “unsure” indicates that further action is needed and should be discussed with the Local Executive Committee (LEC).

For greater clarity, HSR and JHSC powers, rights, activities are described in Occupational Health and Safety Act under section 8 and section 9, respectively.

| Evaluating the performance and relationship between the LEC and the CUPE JHSC members or HSR | | | |
|---|------------|-----------|---------------|
| | YES | NO | Unsure |
| Is the LEC reasonably familiar with the legislative requirements of the employer/supervisor under the OHSA? | | | |
| Have the members of the LEC completed the Introduction to Health and Safety Workshop (CUPE Education)? | | | |
| Have all the CUPE JHSC members or HSR completed the Introduction to Health and Safety workshop (CUPE Education)? | | | |
| Are the CUPE JHSC members/HSR and LEC familiar with the resources available at https://cupe.ca/health-and-safety ? | | | |
| Do the HSR and all CUPE JHSC members have a copy of the Health and Safety Committee Resource Kit (https://cupe.ca/health-and-safety-committee-resource-kit) and the Violence Prevention Kit (https://cupe.ca/violence-prevention-kit-0)? | | | |
| Is there an established link between the CUPE HSR/JHSC members and the LEC (e.g. ex-officio members, a <u>Local</u> health and safety committee)? | | | |
| Is there an OHS contact person identified on the LEC for when support is needed? | | | |
| Is Health and Safety a standing item at LEC meetings? | | | |
| Does a CUPE HSR/JHSC member(s) provide a report to the LEC before every executive committee? | | | |
| Is Health and Safety a standing item at general membership meetings? | | | |
| Does a CUPE HSR/JHSC member(s) provide a report to the executive committee before every general membership meeting? | | | |
| Do the local bylaws set out how the HSR/JHSC members are selected (elected)/appointed and their expected term limit? | | | |
| Are the expectations for HSR or JHSC member participation and representation clearly laid out in the bylaws? | | | |

| | | | |
|---|-----|----|--------|
| Comments: | | | |
| Do the CUPE HSR/JHSC members send the following documents to the local executive committee (LEC)? | YES | NO | Unsure |
| • Minutes from each JHSC meeting? | | | |
| • Inspection reports? | | | |
| • Recommendations made by the CUPE HSR/JHSC and the response from the employer | | | |
| • Ministry of Labour field visit reports/orders | | | |
| • Draft employer OHS policies and programs in development or up for review? | | | |
| Comments: | | | |

Please note that the information provided on this sheet does not constitute legal advice. If you have any questions about health and safety law, speak to your Local Executive, CUPE National Servicing representative, or CUPE National Health and Safety Specialist.