

## **Element 11: Evaluation**

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## Element 11 Program Evaluation

### Legislation

Workplace Safety and Health Act section 7.4(5):

“(k) A procedure for reviewing and revising the workplace safety and health program at intervals not less than every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of workers at the workplace;”

### Purpose

The purpose of this section is to define and communicate a plan for the regular review of the WSH Program and to identify who has responsibility for carrying out the reviews. Evaluation of the Family Services and Housing Program will occur on two levels:

**At the worksite level, WSH Committees will annually review their program. More frequent reviews are required when changes in the workplace may affect the health or safety of workers or when problems or better methods of working are identified.**

**At the Departmental level, WSH Committees will participate in a review of the effectiveness of the FSH WSH Program and procedures every three years.**

### Responsibilities

**The WSH Committees** will conduct an annual review of the workplace WSH Program. In addition, WSH Committees will participate in the three year review of the FSH WSH Program and will provide recommendations for consideration by the Safety and Health Unit.

**The Safety and Health Unit** is responsible for the formal review of the FSH WSH Program. The Safety and Health Unit will receive recommendations from local worksite WSH Committees, and will review them and make recommendations for changes to the Department’s Executive Management Committee (EMC) for final approval.

### Annual Review of Workplace WSH Programs

The WSH Committee is responsible for conducting an annual review of the workplace WSH program using the Annual Worksite WSH Review Checklist (p. 173) that can be found in Section 3 of this manual. Completed review forms must be discussed at a WSH Committee meeting and the report forwarded to the FSH Workplace Safety and Health Coordinator.

## **Legislated Review of Family Services and Housing WSH Program (every 3 years)**

The FSH WSH Program will be formally reviewed and revised every three (3) years. The modified Department of Labour Evaluation Checklist (p. 172) can be used to assist in the review.

The objective of the review procedure is to ensure that the WSH Program is working properly and that any new hazards are controlled. However, reviews and revisions of the WSH Program may also occur on an ongoing basis including:

- When there are changes in the workplace that may affect health or safety (introduction of new technologies, production methods, or hazards);
- When problems have been identified through inspections, concerns, audits, and investigations;
- When a safer way of doing the job is discovered; and
- When there are changes in *The WSH Act, Regulations*, Codes of Practice, or any of the Standards referenced in the *WSH Regulations*.

**Resource 1: Annual Worksite WSH Program Review Form**

The WSH Committee is responsible for annually completing this form and forwarding it to the Family Services and Housing WSH Coordinator.

Date: \_\_\_\_\_ For the period between: \_\_\_\_\_ and \_\_\_\_\_

Site: \_\_\_\_\_ Contact person: \_\_\_\_\_

**A. Policy and Procedures:**

Has the FSH Workplace Safety and Health Program Manual been adapted to the specific needs of your workplace where necessary?            Y    N    N/A

What additions or adaptations did you make?

\_\_\_\_\_

(Please describe in detail. Include a separate sheet if necessary.)

How do you make the manual available to workers? \_\_\_\_\_

\_\_\_\_\_

3. Do you have a WSH Bulletin Board?			Y	N	N/A
Does it list: Current WSH Committee members?		Y	N	N/A	
Minutes of meetings?	Y	N	N/A		
Scheduled meeting dates?			Y	N	N/A

4. When did you last review your emergency response procedures? \_\_\_\_\_

Are emergency procedures clearly posted?            Y    N    N/A

5. Have you assembled all relevant Material Safety Data Sheets (MSDS) for any controlled substances in your workplace?

Complete    Partly complete    Not started

a. Where are they filed?

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6. Were any contracted or self-employed persons working at your worksite in the past year?

Y N N/A

a. If yes, were they provided with safework procedure information?

Y N N/A

7. Have investigations been conducted?

Y N N/A

a. If yes, how many were:

Incident Investigations \_\_\_\_\_

Refusals to work \_\_\_\_\_

Harassment \_\_\_\_\_

Violent Incidents \_\_\_\_\_

b. Did investigations involve workers and supervisors?

Y N N/A

8. Have workplace inspections been conducted?

Y N N/A

a. How often are formal inspections by Committees completed? \_\_\_\_\_

b. How often are informal inspections by supervisors completed? \_\_\_\_\_

Have new hazards been identified that require a procedure that is not included in the current manual?

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**B. WSH Committee:**

1. Describe the constitution of your WSH Committee:

a. Number of workers \_\_\_\_\_

b. Number of management \_\_\_\_\_

2. Is your WSH Committee meeting regularly?

Y N N/A

a. How often does your Committee meet? \_\_\_\_\_



Are the written procedures in the Family Services and Housing Workplace Safety and Health Program Manual actually working as they are supposed to? What areas of the WSH Program Manual need to be revised? Please indicate areas that are not working as they are supposed to and suggested revisions (use another sheet if needed).

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Management Co-Chair Signature: \_\_\_\_\_

Worker Co-Chair Signature: \_\_\_\_\_

## **Resource 2: Department of Labour Evaluation Checklist (modified)**

**NOTE:** Submission of this document is **NOT** required. It is a general guide to your Committee's discussion of compliance with the WSH policies and procedures. It may be used to facilitate the formal 3-year evaluation.

### **General questions to consider**

- Is your program workplace specific?
- Are workers and supervisors involved in setting safety and health objectives and measurements?
- Are safety and health targets and measurements clear, concise and effectively communicated?
- Are written policies, procedures and plans followed and if so, are they working properly?
- What is the nature and degree of incidents and emergencies that could occur in FSH workplaces?
- Does everyone know what is expected?
- Do you feel that the organization is prepared to ensure that employers, supervisors and workers carry out their responsibilities?

### **7.4(5) (a) Write a policy that demonstrates commitment to safety and health**

- Is your policy written, communicated, and posted?
- Does everyone understand it?
- Does it specify who is responsible and accountable for workplace safety and health duties?
- Are adequate resources allocated to implement the policy?

### **7.4(5) (b) Identify and control hazards and emergencies**

- Is the organization proactive in identifying the hazards, assessing their risks and putting controls in place?
- Has a job hazard analysis been done for each hazardous job?
- Are written safe work procedures in place?
- Does your organization promptly address concerns and assign responsibilities for follow-up?
- Are workers informed about the risks of hazards they face?
- Are hazard controls implemented (at the source, along the path, and at the worker)?

- Is the effectiveness of corrective action monitored?
- Are plans, policies, and procedures required by the regulations in place and effectively monitored?
- Are suitable and adequate reports and statistics kept?
- Are inspection and audit reports prepared and used effectively?

**7.4(5) (c) Identify people and resources required to deal with emergencies**

- Are emergencies identified?
- Are responsibilities and resources allocated?
- Are written emergency response procedures in place for every potential emergency (written fire safety/evacuation plans and so forth)?
- Are written procedures needed for chemicals and biological hazards in the workplace?

**7.4(5) (d) Prepare a statement of responsibilities**

- Are duties and responsibilities regarding workplace safety and health clearly written and understood?
- Does everyone understand what is expected?
- Are systems in place to ensure accountability and compliance?
- Does accountability adequately reflect responsibility?
- Is a supervisor or employer in charge of implementing each safety and health program procedure throughout the organization?

**7.4(5) (e) Schedule inspections**

- Are inspection procedures and schedules in place?
- Does everyone understand who is responsible for what?
- Is adequate training provided?
- Are written report forms and checklists used effectively?
- Are inspection reports used effectively?

**7.4(5) (f) Develop plans to control chemicals and biological hazards**

- Have you prepared an inventory of chemicals and biological hazards?
- Are MSDS readily available to workers?
- Do workers understand the information on the MSDS and product labels?
- Are workers trained properly in the use of chemical and biological substances?
- Are records of environmental monitoring needed?

- Are records of ventilation system maintenance needed?
- Is a plan for control of infectious substances required?

**7.4(5) (g) Develop a procedure to safeguard contracted employer(s) or self-employed person(s)**

- Are all contracted employers or self-employed persons in the workplace in compliance with *The Workplace Safety and Health Act* and regulations?
- Do you have a system in place for the selection and evaluation of contracted employer(s) or self-employed person(s)? Do you monitor the safety and health performance of the contracted employer(s) and their worker or self-employed person(s) on a regular basis?
- Are your organization's Workplace Safety and Health policies and procedures being followed by the contracted employer(s) and their workers or self-employed person(s)?

**7.4(5) (h) Develop a training plan for supervisors and workers**

- Are supervisors, Committee members and workers adequately trained in their duties?
- Are training needs systematically analyzed?
- Are clear responsibilities for training assigned?
- Are adequate time and resources provided?
- Are records of orientation, job, and WHMIS training in place?
- Are records kept of training provided to the WSH Committee co-chairpersons and members?
- Are training requirements tracked to determine what training is needed and if training is being used as expected?
- Is the effectiveness of training evaluated and improvements made where necessary?
- Is training checked during WSH Committee inspections and activities?

**7.4(5) (j) Develop a procedure to investigate incidents, dangerous occurrences, and refusals to work**

- Are responsibilities clearly assigned and put in writing?
- Are written investigation procedures in place?
- Are written reports produced, kept and used effectively?
- Does everyone know who is responsible for following-up on corrective action to ensure it is working?

**7.4(5) (j) Develop a strategy to involve workers**

- Are workers required and encouraged to report concerns and are those concerns dealt with effectively?
- Are there effective WSH Committees in place?
- Are the WSH Committees carrying out duties required by the regulations?
- Do the WSH Committees advise the employer on required policies and programs?
- Do the WSH Committees audit the internal responsibility system (IRS) effectively?
- Are supervisors and influential workers serving on the WSH Committees?
- Are the WSH Committees supported properly?
- Do the WSH Committees keep and use appropriate records (reports, minutes, recommendations etc.)
- Are workers regularly provided with information and asked for feedback?
- Are workers reporting hazards?
- Are employers and supervisors prepared to discuss concerns with workers during WSH Committee meetings, on the shop floor, in supervisory meetings, etc.
- Are safety expectations discussed with new workers?
- Does the organization use a variety of technologies and tools to communicate with the workers about safety and health?
- Are successes communicated with the same intensity as information about incidents and failures in the IRS?
  - Are workers active in the WSH Committee?

**7.4(5) (k) Develop a procedure to regularly evaluate and revise your program**

- Are responsibilities for reviewing and evaluating the safety and health program clear?
- Is the WSH Committee effectively involved?