



# Labor-Management Safety and Health Committees

## A Self-Evaluation Tool for an Effective Committee

### Committee Structure

Yes    No    Don't Know

Sometimes/Somewhat

Disagreement

1. The committee is structured to follow relevant laws including U.S. National Labor Relations Act (NLRA) and the Union(s) Collective Bargaining Agreement(s), at a minimum.

**Note:** Under the NLRA, employers are prohibited from “dominating” a Labor-Management Safety and Health Committee. This includes prohibitions on employers selecting bargaining unit members or even asking for volunteers to serve on the committee, as well as prohibitions on employers unilaterally setting meeting agendas, running meetings, setting time frames and when the committee meets, etc. The Union must select its own members, with no management involvement.

Yes    No    Don't Know

Sometimes/Somewhat

Disagreement

2. At least half the committee members represent the union(s) in the workplace.

Yes    No    Don't Know

Sometimes/Somewhat

Disagreement

3. There are two committee chairs. The union chooses the union committee chair, and management selects its chair, both without interference.

Yes    No    Don't Know

Sometimes/Somewhat

Disagreement

4. Management provides time and resources to train committee members on an ongoing basis. This includes (but is not limited to) paid time for the union(s) to train union members serving on the labor-management committee.

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- Yes**     **No**     **Don't Know**  
 **Sometimes/Somewhat**  
 **Disagreement**

**5.** Management representatives on the labor-management committee have authority to make decisions so that identified problems can be addressed quickly and efficiently.

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## Meetings

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- Yes**     **No**     **Don't Know**  
 **Sometimes/Somewhat**  
 **Disagreement**

**6.** Held at least once a month, on a regular schedule and time frame (to which all agree). Special/emergency meetings can be called if/when necessary.

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- Yes**     **No**     **Don't Know**  
 **Sometimes/Somewhat**  
 **Disagreement**

**7.** Union representatives have time to meet before labor-management meetings, to prepare for the meeting [e.g., identify agenda items, discuss problems and concerns that have come to the union's attention, identify solutions (if needed, short- and long-term) to propose during the labor-management meeting, discuss outstanding items].

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- Yes**     **No**     **Don't Know**  
 **Sometimes/Somewhat**  
 **Disagreement**

**8.** Management and union co-chair the meeting equally, or the union chair does it solo.

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- Yes**     **No**     **Don't Know**  
 **Sometimes/Somewhat**  
 **Disagreement**

**9.** Union and management representatives take their own minutes. If the committee wants a report from the meeting, the union is equally involved in preparing it and the union/union chair approves the final document. Reports are prepared together and include a record of items discussed, decisions, recommendations, responsibilities and timelines for action. These can also be posted in the workplace and should be sent to the unit and local union president as well as the highest ranking company official on-site.

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- Yes**     **No**     **Don't Know**  
 **Sometimes/Somewhat**  
 **Disagreement**

**10.** At least once a year, major focus is longer-term solutions, prevention programs and big picture issues.

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## Agendas

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<p><b>Agendas are set in one of two ways:</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Don't Know</p> <p><input type="checkbox"/> Sometimes/Somewhat</p> <p><input type="checkbox"/> Disagreement</p>	<p>11. Both parties bring their agendas to the meeting; there they have equal input to decide the order of the items; OR the union and management chair prepare the agenda together, ahead of time.</p>
<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Don't Know</p> <p><input type="checkbox"/> Sometimes/Somewhat</p> <p><input type="checkbox"/> Disagreement</p>	<p>12. The agenda goes to committee members at least three-days before the meeting. Newly-identified issues can be added.</p>
<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Don't Know</p> <p><input type="checkbox"/> Sometimes/Somewhat</p> <p><input type="checkbox"/> Disagreement</p>	<p>13. The agenda goes beyond reacting; prevention activities and planning ahead are always included.</p>
<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Don't Know</p> <p><input type="checkbox"/> Sometimes/Somewhat</p> <p><input type="checkbox"/> Disagreement</p>	<p>14. There is enough time to deal with all agenda items, including new issues. If not, another meeting is set within a few days to finish them.</p>

### Duties and Functions

<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Don't Know</p> <p><input type="checkbox"/> Sometimes/Somewhat</p> <p><input type="checkbox"/> Disagreement</p>	<p>15. Identify health and safety issues and determine actions to deal with them in the short- and long-term.</p>
<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Don't Know</p> <p><input type="checkbox"/> Sometimes/Somewhat</p> <p><input type="checkbox"/> Disagreement</p>	<p>16. Regularly consider workers' concerns and act quickly in response.</p>
<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Don't Know</p> <p><input type="checkbox"/> Sometimes/Somewhat</p> <p><input type="checkbox"/> Disagreement</p>	<p>17. Use accepted health and safety principles of prevention for all activities.</p>

Note: See NIOSH's "Hierarchy of Controls"  
<https://www.cdc.gov/niosh/topics/hierarchy/default.html>

The best solution is to get rid of hazards in the short- or long-term, or use informed 'substitution' to get rid of or lessen the hazard. The second most effective approach uses 'engineering controls' to prevent or limit exposure to the hazard. The least effective (e.g., policies, procedures and Personal Protective Equipment) only limits the harm. They still can be important, often short-term, ingredients of a prevention plan.

<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>18.</b> Supports reporting work-related symptoms, injuries, illnesses, near-misses and hazards; strongly opposes any policy, practice or program that could discourage workers from reporting these things.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>19.</b> All members receive, and review, all health and safety information including but not limited to information management can provide under the law, Collective Bargaining Agreement, etc.[e.g. injury and illness logs, logs of first-aid and medical treatment, incident reports and investigations, third-party reports] without delay.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>20.</b> Monitor effectiveness of the illness and injury prevention program and other health and safety programs (e.g. right to know/ hazard communications, emergency response, etc.).
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>21.</b> Obtain and review management reports about any proposed changes for the workplace that could affect health, safety and environmental conditions (including new materials, processes, ways of organizing/restructuring work, etc.).
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>22.</b> Identify how these changes could cause or contribute to work-related hazards, and what would prevent/eliminate/reduce associated hazards.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>23.</b> Inspect regularly for all hazard categories: biological, chemical, physical (e.g., noise, vibration, lighting), ergonomic, safety (including process safety management) and work organization/stressors (e.g., staffing levels, work load, pace of work, hours of work, training, etc.).
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>24.</b> Review all inspection results.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>25.</b> Propose and advocate for short- and long-term solutions based on the inspection results.

<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>26.</b> Investigate accidents, incidents, near-misses, repetitive strain injuries and other problems.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>27.</b> Identify root causes behind accidents, incidents, near-misses and other problems, along with short- and long-term solutions to address the causes.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>28.</b> The union gets adequate notice and time so its representatives can participate in all investigations, air and noise monitoring, third-party health and safety activities, etc.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>29.</b> Union representatives get required time and resources to review, analyze and prepare for discussions about reports, documents and related information.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>30.</b> Union committee members have paid time between meetings to follow-up on and investigate health and safety concerns.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>31.</b> The committee can shut down/stop an unsafe/unhealthy job/task until there is agreement that it has been made safe and/or healthy.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/> <b>Sometimes/Somewhat</b> <input type="checkbox"/> <b>Disagreement</b>	<b>32.</b> Regularly review and evaluate the committee's effectiveness. The process includes (1) identifying barriers that may prevent or hinder the committee in its work to identify all workplace hazards and get them addressed; and (2) taking action to deal with those barriers.

Adapted from a document prepared for the 2010 United Steelworkers Health, Safety & Environment Conference, which was adapted from materials prepared by the United Steelworkers and a form in the “Committee process toolbox” of “*Seeing the workplace with new eyes. A self-help guide for workplace safety and health committees and safety and health representatives*”, published by the Manitoba Workers’ Compensation Board in 2008.