



# **GUIDE TO EFFECTIVE JOINT LABOR / MANAGEMENT SAFETY & HEALTH COMMITTEES**



## **Public Employee Occupational Safety and Health Program**



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# **GUIDE TO EFFECTIVE JOINT LABOR/MANAGEMENT SAFETY & HEALTH COMMITTEES**

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Document prepared under contract with Rutgers University Labor Education Department

Reprinted January 2008

# **A GUIDE TO JOINT LABOR-MANAGEMENT HEALTH & SAFETY COMMITTEES**

## **WHAT IS THE PURPOSE OF THIS GUIDE?**

The purpose of the guide is to provide guidelines for the structure and operation of effective joint health and safety committees.

## **WHO IS THE GUIDE WRITTEN FOR?**

The guide is intended for use by New Jersey public sector employees, managers, supervisors, union representatives and representatives of other employee organizations who are interested in *establishing* or *improving* a Joint Health & Safety Committee (JHSC).

## **WHAT IF OUR COLLECTIVE BARGAINING AGREEMENT INCLUDES HEALTH AND SAFETY COMMITTEE PROVISIONS?**

Use the guide to supplement areas not addressed in collective bargaining agreements. Recommendations in the guide can be used by both the employer and employee representative(s) to improve health and safety committee language in subsequent agreements.

## **WHAT IF WE ALREADY HAVE INDIVIDUALS RESPONSIBLE FOR HEALTH AND SAFETY MATTERS?**

Most public sector worksites have at least one manager responsible for health and safety activities. Yet an effective health and safety program takes the commitment and energy of *many* individuals and that is why a joint committee structure facilitates the work of individuals. Those assigned to health and safety matters part or full-time should be members of the joint committee.

## **WHAT IF WE ALREADY HAVE A UNION HEALTH & SAFETY COMMITTEE?**

A union health and safety committee is not a replacement for a joint health and safety committee. The union committee can complement the JHSC and provide a forum for union members to discuss health and safety matters as well. The JHSC should include members of the union committee.

## HOW TO USE THIS GUIDE

For this guide to be used effectively by prospective committee members, top management, as well as existing labor organizations, must be committed to the Joint Health and Safety Committee process. In the public sector this commitment is necessary from both *worksite* management, as well as top management in the Township, County, or State agency, in order for the committee to have the authority it needs to get things done.

The guide is designed to be read and discussed by existing committee members, as well as labor and management representatives interested in forming a Committee. It is broken down into eight sections, or stages. Each stage contains a cover page which summarizes the goals, process, and tips for achieving the recommendations contained in that section followed by a fact sheet which provides background information and recommendations for achieving the goals of that stage. Space has been allotted along the right margin in each fact sheet for notes.

This manual is not designed to be completed in a single meeting. It is recommended that committees address one stage per meeting during initial phases of setup. Although we recommend using the sections in the order provided, each group must determine for themselves how *and when* to implement each component. By following the guide's stages, new committees who meet monthly should be able to establish an effective committee within six months.

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## STAGE 1: FORMING THE JHSC

### **Goal of Stage 1:**

- To set up a labor-management health and safety committee with a structure that is sufficiently representative to assure effectiveness.

### **Process:** (Check each after completion)

- After labor and management have demonstrated their commitment and resources to the JHSC effort, representatives should meet to determine who shall serve on the committee. It's a good idea to openly solicit volunteers among employees.
- Alternates should be appointed for each member.
- Labor and management should jointly decide who is to chair the committee.
- The committee should announce the names of members to the work-force through bulletins, memorandums and meetings (see fact sheet on Involving the Workforce).

### **Tips:**

- Selecting the best employees to serve on the committee takes time and effort, depending on the complexity and size of your organization. Don't take short-cuts; the committee's composition is a key factor in its effectiveness.
- Be sure to periodically review the committee appointments; their contribution to JHSC efforts and their attendance at committee meetings. Members overburdened with other work responsibilities may no longer have appropriate time to spend on the JHSC.

## **FORMING THE JOINT HEALTH AND SAFETY COMMITTEE (JHSC)<sup>1</sup>**

A great deal can be accomplished in creating and maintaining a safer and healthier work environment by involving people from all areas of the workplace in the health and safety effort. An important vehicle for expanding involvement is the Joint Health and Safety Committee. The effectiveness of committees is often weakened by a lack of proper structure. Here are some points to consider when setting up a committee, either at the municipal, county or state level of government.

### **How should members be chosen?**

Management and employee representatives should each appoint their own members to the committee.

### **How many members should be on the committee?**

Most effective labor-management committees have equal numbers of employee and management representatives. The number of committee members should be large enough to represent all relevant areas and shifts of a worksite. Where there is more than one bargaining unit, it may be appropriate to include representatives from each on the committee. At the same time, the committee should be small enough to permit a productive working atmosphere.

### **Who should be on the committee?**

Ideally, the members chosen should have the broadest contact with areas and operations of known high risk and/or with large numbers of workers. It is recommended that all areas of the workplace be represented on the committee. Since there is a limit to the number of people who can be appointed to the committee, it is important that they be chosen carefully. The most important criteria are interest and concern about workplace health and safety. Priority might be given to employees with relevant work experience, varied work responsibilities, and to those involved in more hazardous work. Other considerations include good communication skills, and health and safety knowledge and/or experience. Expertise can always be improved by committee self education.

<sup>1</sup>Adapted from Working Well: New York State Employees' Health and Safety in the 1980's (1986) and Check-list and Guidelines for Joint Occupational Health and Safety Committees - Organizational Factors, Canadian Centre for Occupational Health and Safety (1984).

When determining the management members who shall serve on the committee, it is important to include someone with ***budgetary authority***. The authority to implement committee recommendations is of critical importance. It may be useful to include the Safety Officer, engineering or facility manager(s), and manager(s) responsible for employee education and training. Staff with safety-related duties, such as the fire marshall or nurse, may serve as resource persons and may be called in when matters specific to their expertise are discussed. In addition, unions often employ staff with occupational health and safety expertise who may be available to assist the committee.

### **Is it useful to appoint alternates for each member?**

Yes. To ensure representation of all segments of the workforce at every meeting, alternates should be appointed to act during the absence of regular members. In order for the alternate to make useful contributions, the regular member should keep him/her fully briefed at all times on committee activities. When new regular members are recruited from the ranks of alternates, the experience and continuity of the committee is enhanced.

### **How long do committee members serve?**

The committee should decide whether committee members should rotate, allowing more employees to serve on the committee. Rotating members exposes more employees to health and safety education but can also mean a lack of continuity which could result in fewer resolutions of health and safety problems.

Successful rotation of members could be accomplished by staggering starting and ending dates of service on the committee.

### **Who chairs the committee?**

The committee should decide who shall serve as chairperson, and whether this position should be rotated (if this is not already prescribed in collective bargaining agreements).

### **Should sub-committees be formed for specific tasks?**

Depending on the goals of the committee, size of the workforce and other factors, the committee structure may vary. If the entire committee works jointly on all activities, such as workplace inspections, emergency procedures, etc., then there may be a need to form sub-committees at various times to address specific tasks.



For example major tasks, such as education/training for employees, or special circumstances such as the introduction of new equipment, may necessitate the appointment of sub-committees. Members chosen to serve on sub-committees should have particular experience and/or interest. When used, these sub-committees should report back to the main committee, enabling it to carry on its primary tasks. For tasks of limited duration, such as addressing hazards of new equipment, the sub-committee should be temporary.

An alternative structure would be to permanently assign committee members responsibilities within each of the functional areas as required to meet the committee goals. For example, selected individuals would always be responsible for handling housekeeping issues, while other individuals would address accident investigations only.

**Should the structure be reviewed and revised periodically?**

Under certain circumstances the committee may decide to alter its structure. Circumstances may include: a new collective bargaining agreement, new management or employee representatives, a change in work operations, or a change in the committee's work functions.

## STAGE 2: MISSION AND POWERS OF THE JHSC

### Goals of Stage 2:

- To define the ***purpose*** of the JHSC.
- To define the ***authority*** and role of the JHSC.

### Process: (Check each after completion)

- As soon as committee members are selected, call a meeting to discuss the ***purpose*** of the JHSC. When defining the committee's ***purpose, assess*** the ***needs*** of the worksite and consider the committee's relationship to managers who have safety and health responsibilities, and to other safety and health committees that operate under the employer's jurisdiction.
- Have the committee develop a statement which clearly defines the purpose of the JHSC.
- Have the committee list the authority and powers they would need to effectively carry out their mission.
- Obtain formal approval from top management on the committee's statement of purpose, responsibilities and authority.

### Tips:

- Attempt to develop a draft statement within two meetings. It need not exceed a few sentences and should be revised and improved periodically.
- Distribute the JHSC mission statement to employees (see fact sheet on involving the Workforce) to demonstrate labor and management's commitment to health and safety and their support for the committee.

## **MISSION AND POWERS OF THE JOINT HEALTH AND SAFETY COMMITTEE (JHSC)**

It might be assumed from the name that the purpose of the committee is straightforward and requires no explanation. If the purpose is not previously set forth in writing in the collective bargaining agreement or in a written policy, it is a good idea to do so. The mission cannot be conceived separately from the powers of the committee, for the powers represent the authority vested in the committee to carry out its mission.

### **Mission:**

The purpose of the committee is to improve health and safety at the facility. However, to know in practical terms what that means, some questions must be answered:

1. Is the committee advisory or decision-making?
2. If it is decision-making, does the committee take actions, or report to someone who implements its decisions?
3. Does the committee **respond** to hazards, complaints, accidents or other situations as they come up, or does it take a **preventive** approach, such as getting involved in long-range planning on plant and equipment materials purchase, renovations, employee training, etc.?
4. What is the role of the committee in the overall health and safety program? That is, the committee's role must be differentiated from the health and safety duties of others, such as supervisors and administrators, and from higher level committees at department, municipal, county, or state levels.

### **Powers:**

The powers of the committee and the authority vested in it must be sufficient to enable it to carry out its mission. First and foremost, the committee members should be granted paid time for meetings and all other committee duties. Other powers might include any of the following :

1. Access to the entire facility for inspections and investigations of accidents and complaints.
2. Reviewing and commenting on plans to purchase new equipment. This would require #4 below.

3. Reviewing and commenting on management or union plans/solutions to correct workplace hazards.
4. Access to agency records on planning, finance and new technology.
5. A budget of its own, which would be necessary for #6 and #7 below.
6. Authority to hire mutually agreed upon paid consultants.
7. Control or influence over employee health and safety training.
8. The right to shut down unsafe equipment or evacuate unhealthy or unsafe areas.
9. Authority to choose or recommend control devices, such as ventilation systems, personal protective equipment, barriers and guardrails, etc.

The powers necessary for a committee to carry out its mission will vary among workplaces and should be clearly defined for each organization. The powers listed above are only a partial list and may or may not be applicable to your specific needs.

## STAGE 3: MEETINGS OF THE JHSC

### Goals of Stage 3:

- To aid the committee in scheduling meetings.
- To recommend to the committee effective means of **preparation and distribution** of meeting minutes and agendas.
- To recommend to the committee an appropriate **tone** and **conduct** of committee meetings.
- To recommend to the committee appropriate duties for the chairperson.

### Process: (Check each after completion)

At the first meeting of the JHSC:

- Have members decide who will take the meeting's minutes.
- Have committee members agree on a regular meeting time.
- Have committee members appoint a chairperson and/or co-chair and decide what their duties shall include.
- Discuss the method(s) the committee will use to resolve differences. Review current joint resolution processes (formal and informal) in place at the workplace.
- At the end of the meeting, designate someone to prepare and distribute the next meeting agenda.
- Determine who is to approve meeting minutes and make plans to distribute signed minutes promptly after the meeting.

### Tips:

- Accomplishing the tasks included on this fact sheet **should not take more than one meeting** and may be accomplished quickly, depending on the size of your committee.
- Don't get bogged down in trying to decide on a joint resolution process. Simply **discuss** various workable procedures. If a **formal** resolution process cannot easily be established, decide how disputes can be resolved informally.

## **MEETINGS OF THE JOINT HEALTH AND SAFETY COMMITTEE (JHSC)<sup>2</sup>**

### **Schedule of Meetings:**

Committees should meet on a **regular basis**. It is recommended that meetings take place **at least monthly**. However, it may be necessary to meet more often, especially when a new JHSC has been formed, or when a health and safety problem has been discovered. A committee which doesn't meet on a regular basis will lose its drive and will be perceived as ineffective. For the convenience of committee members, meeting dates for the entire year can be set up in advance.

Committee members should agree on a regular time to meet. Ideally, meetings should be held during the day with provisions made to compensate non-day shift employees who serve on the committee. Whatever time is chosen, it should be the same for each meeting to promote attendance.

Like all important, well-organized meetings those of the JHSC should **start promptly** at the designated time. Since committee members have other duties to perform, meetings should also end at the scheduled time.

Once the time and dates are set, meetings should not be postponed (except for emergency reasons). Frequently postponed JHSC meetings will erode the effectiveness of the committee and will enforce the notion among employees that the committee and its work lack importance and urgency.

### **Meeting Attendance:**

The committee should strive for **100% attendance**, an achievable goal when alternates have been designated to represent committee members unable to attend. Non-attendance leaves segments of the workforce without representation, disrupts continuity of committee activities and indicates a lack of commitment to the committee and possibly safety and health in general.

<sup>2</sup> Adapted from Check-list and Guidelines for Joint Occupational Health and Safety Committees - Organizational Factors, Canadian Centre for Occupational Health and Safety (1984) and Working Well: New York State Employees' Health and Safety in the 1980's (1986).

### **Meeting Agendas:**

Agendas prepared and distributed well in advance of the meeting help prepare committee members for the discussions. This preparation allows members to discuss topics with employees beforehand and to gather information about agenda items. When submitting agendas, identify all items to be discussed. A workable format is:

- roll call
- introduction of visitors
- approval of minutes
- business from the last meeting (including progress reports, outstanding items)
- reports (inspections, accidents, statistics)
- new business
- education or training session reports
- time, date, place of next meeting

### **How is new business generated?**

Routine committee activities, such as inspections, employee surveys, and records review will generate issues for discussion. In addition, all employees should be encouraged to submit unresolved issues to their committee representative for inclusion on the agenda. To assist the committee in addressing all pertinent health and safety issues within the limited time available, **items should be screened by** both employee and management representatives before items are addressed by the entire committee.

At the end of each meeting, the committee may designate someone to **prepare the next meeting agenda**. This task could alternate between employees and management.

### **Conduct of Meetings:**

The use of a detailed agenda will assist in ensuring that committee meetings proceed in an orderly manner, but there are other considerations as well. The **tone** and **conduct** of meetings is often an accurate reflection of the way the committee operates generally. **Meetings should not be used as a forum for airing general complaints and grievances. Such activities should be addressed in another forum.** Disciplinary and personnel matters should be left to supervisors, managers and employee representatives while the JHSC devotes its attention to health and safety matters. Although disagreement is to be expected on some issues, these should be resolved in a non-adversarial atmosphere based on known facts and logical thinking, which lead to reasonable recommendations and solutions.

When agreement cannot be reached on an issue, there should be a **joint resolution process** developed by both employees and management to effectively resolve disputes. Members may wish to bring unresolved issues to their separate union or management health and safety committee meetings for further discussion.

### **Meeting Minutes:**

The basic reason for keeping minutes of JHSC meetings is to chronicle safety and health problems and specify what recommendations for corrective action have been made. They also serve to communicate safety to all employees and as a permanent record of JHSC activities. Committee members should **designate a minute-taker** or rotate the task among some or all of the members.

Minutes should include:

- time and date of meeting
- who attended
- items discussed (reports, problems, education..)
- specific recommendations (including who is responsible and when actions are to be carried out)
- reasons for recommendations
- time and date of next meeting

It isn't necessary to take verbatim notes of each discussion. Rather, major points should be summarized. Even though minutes are recorded, committee members may wish to take their own notes during the meeting for future reference. After the meeting, the minutes should be typed and **reviewed by designated representatives** from both labor and management. After both parties sign the minutes signifying their approval, the minutes should be promptly distributed to all committee members.

It is highly recommended that **all minutes be promptly posted** for all employees to read. This helps educate employees about their health and safety problems and the work of the committee. The perceived value of the committee is increased when the entire workforce is aware of their health and safety issues and of the committee's activities.

Appropriate time should be allocated for each agenda item allowing sufficient time for discussion of significant items. Committees should work to avoid **excessive** discussion of any single agenda item.



No matter how carefully planned, meetings interrupted by telephone calls, staff coming in to discuss non-committee matters with individuals, or committee members periodically entering and exiting the meeting room disrupt the meetings and leave the message that the meetings are not important. Fewer interruptions will occur by holding the meetings in a quiet location, such as a conference or meeting room. Educating staff on the necessity of curtailing interruptions is also useful.

### **Selecting a Chairperson:**

At one of the first meetings of the JHSC, committee members should determine the method they will use to select a chair and/or co-chair and the responsibilities of these positions.

### **Duties of the Chairperson:**

In addition to the general duties and responsibilities of all committee members, the chairperson must assume extra responsibilities. The role of chairperson may be rotated among all committee members periodically, or a permanent chair may be appointed by both employees and management. A co-chairperson may also be designated to share the responsibilities of the chair. Specific duties of the chair and co-chair may include:

- schedule meetings, notify members
- prepare agenda
- invite specialists or resource people, as needed
- preside over meeting and guide members through agenda
- assist committee members in carrying out their functions

### **Decision-Making at Meetings:**

The manner in which decisions are made should be understood by all members. The process of decision-making is a key element in determining committee cohesiveness and developing a spirit of mutual cooperation necessary for it to operate effectively.

Formal voting should be avoided, if possible, because it tends to hinder the joint committee process. No one individual should have veto power over the recommendations or activities of the committee. Attempt to reach consensus by allowing each member to present his/her arguments and having these debated by the committee members.

## STAGE 4: JHSC FUNCTIONS

### **Goals of Stage 4:**

- To familiarize committee members with the various functions they may adopt.
- To review health and safety functions currently performed.
- To assign committee members to work on the adopted functions.

### **Process:** (Check each after completion)

- Review Appendix II, "Health & Safety Program Components" to determine areas needing committee attention. This may help to prioritize areas to be addressed by the committee.
- Determine whether any other existing worksite committee or individual performs any of the specific functions listed. Discuss how effectively the function has been performed and what the committee's role should be regarding this function. For example, the committee may review the worksite's accident investigation procedure and determine where improvement can be made.
- Determine which committee functions should be adopted short-term (within the next six months) and which functions can be added down the road. Feel free to add duties to the list.
- Decide whether it is necessary to recruit specific members to work on one or more functions. Attempt to involve each member in some aspect of the committee's work.
- List all of the health and safety training sessions and educational programs provided to employees during the preceding year. Discuss how many employees attended each session and whether the trainings were considered effective and appropriately tailored to your worksite.
- Determine the training and education that is currently needed by employees. If the list is lengthy, the committee may need to prioritize each item, paying particular attention to training required by regulation or statute.
- Assign members to work on the training/education initiatives and to set time frames for each program. Whenever possible, the committee should work with staff responsible for training.
- Discuss the resources available to the committee to assist in their work.

**Tips:**

- It may take one or more meetings to review health and safety practices and procedures currently in place at your worksite. This review of current functions and the decision to adopt new committee functions may take a few meetings to accomplish depending on the size and complexity of your workplace.
- Committee time and effort will be saved if training/education and functions lists are prepared **before the meeting**.

## **JOINT HEALTH & SAFETY COMMITTEE FUNCTIONS**<sup>3</sup>

Joint Health and Safety Committees can be the cornerstone of a good health and safety program. These committees can keep **day-to-day** watch on worksite conditions, identifying and resolving problems before they become serious. In addition, they can work on **long term** health and safety improvements. Below is a description of recommendations for the types of duties that Joint Health and Safety Committees can perform. There is ample room for initiative and creativity in developing your own list of activities. In agencies with a large safety and health staff, management may already provide some of these functions. In that case, committee members could be invited to review and participate in these functions.

### **Workplace Inspections**

Perform inspections on a **monthly basis** to identify and remove potential health hazards in the workplace. Confidential **employee interviews** are important to supplement inspections. A sample "Job Hazards Evaluation Form" is included in this manual as Appendix IV.

### **Accident Investigations**

Notify designated employee and management representatives immediately when a fatality, serious accident, "near miss" accident or serious violation occurs. Begin the accident investigation promptly to determine the cause, so that recommendations can be made to eliminate hazards or conditions which may lead to future occurrences.

### **Emergency Procedures**

Review and/or develop procedures for preventing and/or responding to fires, explosions and spills.

<sup>3</sup>Adapted from Working Well (see note 1) and The Role of Labor Management Committees in Safeguarding Worker Safety and Health, by Ruth Rutenberg, Bureau of Labor-Mngt. Relations and Cooperative Programs, OSHA, 1988.

### **Chemicals and Equipment Audit**

Review all chemicals such as solvents and cleaning agents in the facility. Material Safety Data Sheets (MSDSs) and New Jersey Department of Health and Senior Services Hazardous Substance Fact Sheets (HSFS) should be collected for each product and examined for toxicity and special handling precautions. In addition, equipment in use should be evaluated for employee safety and comfort, including appropriate machine guards, ventilation and ergonomic factors.

### **Respiratory and Protective Equipment Audit**

Review respiratory and protective equipment needs at the workplace and make recommendations if improvement is necessary. The committee should also monitor the effectiveness of employee training in the proper use and functioning of respirators and other protective equipment.

### **Evaluation of Purchasing Practices**

Provide input regarding purchasing decisions for new chemicals and equipment. Information on chemicals and equipment already in use should be available for committee review.

### **Records Review**

Regularly review records on work-related injuries and illnesses for accuracy, and rates of injury and illness. Additional records which may be reviewed include workers' compensation, air monitoring, Public Employees Occupational Safety and Health (PEOSH) Act or other agency reports and aggregate medical surveillance findings. Yearly record comparison can indicate committee progress or problem areas which should be evaluated.

### **Rules and Procedures<sup>4</sup>**

Review existing health and safety rules and standard operating procedures (SOP's). These rules should be current, communicated and complied with by all employees. For workplaces which have not established these, the committee may consider developing, maintaining health and safety SOP's as appropriate. It is recommended that an annual review be established to evaluate effectiveness of the rules and procedures.

<sup>4</sup>Managing Safety and Health Programs, Raymond Boylston, Jr., CSP. By Van Nostrand Reinhold, 115 Fifth Ave. New York, NY 10003 (1989).

### **Housekeeping<sup>4</sup>**

Assist in maintaining proper workplace housekeeping throughout the facility. This can be accomplished by conducting routine housekeeping inspections. This will improve overall health and safety, employee morale, work quality and productivity.

### **Medical Surveillance**

Review the areas where medical surveillance programs are required by law or recommended by occupational health professionals for particular exposures. Insure confidentiality of individual records and avoid abuses of information.

### **Pre-occupancy Review of Leased Space**

Seek review of all building and office leases prior to signing to assure that a health and safety inspection has been made and that any hazards will be corrected before occupancy.

### **Training and Updating the Committee**

Become familiar with health and safety regulations and existing management compliance procedures. For example, since management is responsible for recording occupational illness and injuries, the committee should become knowledgeable of the reporting procedure and its statutory requirements. Both management and employee committee members should enroll in training sessions addressing hazard recognition and prevention. This will not only keep education up-to-date, but will provide an opportunity to exchange ideas with others faced with similar problems.

### **Right-to-Know (RTK) Training**

The New Jersey Department of Health and Senior Services Right to Know Program provides free educational sessions on the Right-to-Know law for labor and management, and low-cost train-the-trainer programs. The committee can help to develop required training and to identify outside expertise for this purpose. Training which is jointly sponsored by labor and management often has more credibility to employees. Committee input can also make a program hazard/job specific, and tailored to the needs and style of employees.

## **Other Employee Training**

Determine the training and education that is currently needed by the workforce (employees and management). When developing a training or education plan, include training required by regulations (e.g. respirator use or RTK) as well as other training necessary for safe work practices including new or revised procedures. An ongoing program of health and safety education not only helps to improve employee health and safety awareness and interest, but also maintains communication between the committee and the workforce.

## **Study and Research**

Develop an information base for planning recommendations. Areas of research may include:

- Development of a **centralized data collection system** designed for committee use. Such a system can aid in long-term preventive efforts by providing data on trends in illness and injury rates, accidents, lost time, symptoms and complaints.
- Development of a **toxic substance identification program** identifying chemicals in use, areas with significant exposure and control measures (including protective equipment, medical surveillance, handling and disposal and safer substitutes). Recommendations could assist committees in implementing a toxics audit.
- Development of methods to assist agencies in **dissemination of information** in conformity with the Right-to-Know Law requirements.
- Target **research areas** for specific problems identified, such as asbestos, stress, video display terminals, etc.

## **Communication with Workforce**

Develop methods of communicating committee activities and decisions to employees. Information regarding inspection results, annual reports, and new procedures or forms developed by the committee can be shared with employees through meetings, newsletters, and memos. Management members of the committee can be responsible for sharing this information with other managers who are not on the committee.

## STAGE 5: INVOLVING THE WORKFORCE IN THE JHSC

### **Goals of Stage 5:**

- To establish communication between the committee and the workforce (employees and management).
- To strengthen the committee by increasing employee support and input from the workforce.

### **Process:** (Check each after completion)

- Discuss the methods currently used to communicate committee activities with the workforce. Locate bulletin boards, review the schedule of union meetings, and find out if any newsletters or memorandums from management can include JHSC information.
- Plan to announce the appointment of committee members and explain each of the duties the committee has chosen to adopt.
- Develop an employee hazard reporting procedure and prepare a standard form for employees to use to report hazards or issues which the committee should address (See Appendix I). If a procedure is currently in use, discuss how effectively it is working. Review each step of the procedure and make necessary changes.
- Announce the "new" or "improved" hazard reporting procedure to employees and encourage its use.
- Communicate **regularly** with the workforce on the committee's progress. Be sure all approved meeting minutes have been posted.
- Conduct employee health and safety education and training.

### **Tips:**

- Routine and standardized communications help the workforce understand and appreciate the work of the committee.



## **INVOLVING THE WORKFORCE IN THE JHSC**

An **effective** committee interacts frequently with the workforce. Although the joint committee is comprised of employees with specific health and safety responsibilities, the interests and efforts of the entire workforce is necessary to achieve a successful health and safety program. When the workforce is involved and informed, it can participate in the health and safety program as active partners rather than passive bystanders.

### **Inform the Workforce about the JHSC:**

When a JHSC is being formed, communicate with the workforce right away and ask for ideas. Both labor and management should jointly discuss the methods of communication most effective in the workplace. Both written and verbal communications help insure that information reaches the workforce since not everyone will read a memo or newsletter and there probably won't be 100% attendance on the day a meeting is held. Labor and management can prepare and present health and safety information to employees, both jointly and independently. Established forums can be used such as supervisor/manager, staff, and union meetings to discuss activities of the committees. It's a good idea to utilize the agency's or department's newsletter and the union newspaper to announce the establishment of the JHSC and to report the committee's activities and events. Whatever methods are used, be sure to **encourage workers' questions and suggestions**.

### **Explain the Purpose of the JHSC:**

Once a policy statement has been established by labor and management, it should be posted and distributed to the entire workforce. A statement signed by upper-level management visibly demonstrates the employer's commitment to health and safety and their support for the JHSC.

### **Identify JHSC Members and their Responsibilities:**

As soon as committee formation begins, openly solicit volunteers. It's a good idea to schedule worksite meetings to announce the appointment of committee members. Worksite meetings provide an opportunity for the workforce to ask questions and share their ideas about the committee and health and safety, in general. This face-to-face communication underscores the committee's importance and can generate interest.

Use bulletin boards to permanently post the names and telephone numbers of JHSC members. If your employer or union conducts new employee orientation sessions, be sure to include a section about the JHSC.

### **Open Lines of Communication with the Workforce:**

From the very beginning, **establish formal and informal avenues for feedback**. This helps the workforce to understand that the JHSC cannot be effective without worker awareness and participation.

Develop a **reporting procedure** for the workforce to report occupational illness, injuries and conditions that are unsafe or unhealthy. This procedure will take some time and effort to develop, depending on the complexity of your organization. Although most routine safety problems should be resolved with the immediate supervisor, the JHSC should **review employee reports** of hazardous conditions. They can provide valuable information to the committee and may result in workplace, equipment improvements or employee education and training.

The JHSC can develop hazard report forms (see Appendix I) so that employees know what information to include when reporting a problem. Both the form and the entire reporting procedure should include a final step for the supervisor or committee to report back to the employee on the outcome of the complaint initiated.

Between JHSC meetings, the committee can develop information bulletins, fact sheets and memorandums to keep the workforce informed of its progress. **Post minutes of committee meetings** so the entire worksite knows what the JHSC is doing. **Prompt** dissemination of the minutes will help the workforce focus on health and safety and also shows that the committee is operating efficiently and is responsive to employee reports of unsafe and unhealthy conditions.

Communicate **solutions** as well as problems, so that the workforce knows that the committee is working effectively.

### ***Sponsor Education and Training Sessions:***

Once the committee is established and its purpose defined, priorities and specific goals must be determined. Worker education should be an integral part of the committee's work. At first, employees may need training on the role of the JHSC and how to report problems. Early sessions about the Public Employees Occupational Safety and Health (PEOSH) and Right to Know (RTK) laws are also useful. When the JHSC is working on a specific workplace hazards or issues, such as stress, fire protection, use of video display terminals or toxic chemicals, forums can be developed to educate employees about the subject.

The New Jersey Department of Health and Senior Services has developed a resource list of individuals and organizations available to assist in occupational safety and health education and training (see Appendix V). The New Jersey Department of Health and Senior Services PEOSH Program can be contacted to conduct educational sessions on a variety of occupational health topics.

## **STAGE 6: INSPECTING THE WORKPLACE**

### **Goals of Stage 6:**

- To assist the committee in conducting worksite inspections.
- To keep the committee up-to-date on hazards and improvements.
- To strengthen communication with the workforce and to maintain an effective presence in the workplace.
- To respond to complaints, accidents and near misses.
- To accompany inspectors.

### **Process:** (Check each after completion)

- After the committee has determined their duties and functions, dedicate an entire committee meeting to the subject of inspections (e.g. define goals and process/procedures for inspection).
- Have management committee members supply copies of past inspection reports to committee members. Review reports and determine whether violations of standards have been abated and whether report recommendations have been implemented.
- Plan a calendar of monthly, routine inspections on a prioritized basis.
- Conduct the committee's first routine inspection.
- Review the results of the inspection and determine whether needed information was gathered such as employee interviews, PEOSH standards, etc.
- Inform the workforce about the results of the inspection and establish a method for informing top management of inspection results.

### **Tips:**

- Early inspections should focus on general activities and control measures. Don't try to solve very complicated problems first. This can bog the JHSC down before it gets accustomed to working together.

## **INSPECTING THE WORKPLACE WALKTHROUGH INSPECTION**

### **Prior to the Walkthrough**

1. Prioritize the areas to be inspected (Appendix II may be used to assist in prioritizing the list). In choosing areas, consider such factors as employee turnover, accident and illness rates, and complaints. Limit each inspection to an area small enough to be inspected thoroughly during the available time. Allow several hours for the inspection.
2. Familiarize yourself with regulations related to the known hazards in the area to be inspected. Use the OSHA General Industry Standards (which have been adopted under the PEOSH Act) and other PEOSH Act Standards and relevant materials as references.
3. Collect copies of whatever survey sheets you might give to workers in the area being inspected (see Appendix I "Employee Hazard Report Form", Appendix III "Walkthrough Inspection Worksheet").
4. Study Appendix IV, "Job Hazards Evaluation Form", and if appropriate, design one tailored to your workplace.
5. Have any available sampling devices which you are trained to use on hand, such as noise level meters or chemical indicator tubes (use of this equipment may require health and safety staff assistance).

### **During the Walkthrough**

1. Record all dates and times of inspection.
2. Interview workers from the area (rather than limiting the inspection to what you can readily observe). By doing this early you'll know what areas to look at in more detail during the walkthrough.
3. If possible, use a camera to record information.
4. If you are accompanying a PEOSH, fire, or other inspector, take notes on what he/she points out, looks at, or takes notes on.

5. For each apparent violation or hazard, establish and record as much of the following information as appropriate and feasible:
  - a. What is the exact location of the hazard? It is important to record enough information so that the hazard can be easily and quickly found and identified from your notes. Where appropriate, record:
    1. site location or address
    2. vehicle or license number
    3. operator's name, especially where the hazard doesn't remain in one physical location
    4. a map or sketch of the area
  - b. Are there other relevant measurements or estimates, such as:
    1. width of aisles
    2. distance to fire extinguishers
    3. location of ventilation intakes and exhausts
  - c. How long has the condition existed, whether it had been discussed previously with management, and if so, what action was taken and when?
  - d. Are there workforce suggestions for correcting the hazardous condition?
  - e. How did the hazardous condition occur?
  - f. How many workers are exposed to the hazard? Indicate who they are and how often they are exposed (e.g. maintenance, office staff, etc.).
  - g. Is any protective equipment provided? Is it maintained and its use enforced?
  - h. Has anyone been injured or nearly injured? If so, who, how, and when?
  - i. Has anyone been ill? Has anyone experienced headaches, nausea, rash, etc?
6. Observe and record any obvious signs of exposure, such as airborne dust, smoke or mist, accumulations of dust or grease on horizontal surfaces, loud noise, heat, cold, vibration or stress.

### **After the Walkthrough**

1. Combine the notes of everyone who went on the inspection into one report and summarize hazards requiring follow-up on a copy of Appendix III "Walkthrough Inspection Worksheets".
2. Prioritize the hazards seen in terms of seriousness and number of workers affected.
3. Develop strategies for correcting high priority hazards and a method for documenting progress.

## **STAGE 7: OVERCOMING OBSTACLES TO JHSC PROBLEM-SOLVING**

### **Goal of Stage 7:**

- To help the committee address obstacles that prevent them from accomplishing their objectives.

### **Process:** (Check each after completion)

- When the committee is ready to address their first issue, choose one that is easily achievable and affects the majority of employees.
- Follow through on workforce reports of hazardous conditions.
- Prioritize solutions to complex problems, and use technical resources to find solutions.
- Win the support of managers who have the authority to solve the problem. Work on educating the public (where appropriate) as well as employees.
- See that adequate funds are available to implement committee recommendations.

### **Tips:**

- The Joint committee process won't solve every issue. That's why a joint conflict resolution process is recommended.
- Address relatively uncomplicated disputes in the early stages of committee development so that the JHSC can become familiar with resolution techniques.
- Union and management members may want to discuss unresolved issues at their own respective meetings.



## **OVERCOMING OBSTACLES TO JHSC PROBLEM-SOLVING**

Once you have completed all the initial work of structuring a committee and defining its authority and functions, the real work of addressing problems begins. There is no magic wand to assure that a committee solves problems smoothly. Here are some tips to navigating around some common obstacles that are likely to come up.

### **Win the Confidence of Employees and Management:**

***Start with an issue that is relatively easy to resolve*** and which affect the majority of the workforce in some way. Solving maintenance problems in work areas or rest rooms is usually quickly noticed and appreciated by the entire workforce. Developing a hazard reporting form and procedure for employees to use (see fact-sheet on Involving The Work Force In The JHSC p.23.) shows that the committee needs everyone to be safety conscious and involved in improving the facility. Once hazard reports are submitted, careful follow-up and communication with the workforce is critical. The quickest way to a bad reputation for the committee is to not deal effectively with employee reports.

### **Plan Short and Long Term Solutions to Complex Problems:**

Often there are various remedies to a problem, and each must be achieved separately to ultimately resolve the issue.

***Prioritize remedies*** on the basis of how serious the problem is and how quickly each can be accomplished. Changes in the work environment such as lighting and relocation of work areas and equipment may be easy to accomplish quickly. Committee recommendations requiring large sums of money may take more time to achieve, such as purchasing new equipment or major renovations to the facility's structure or systems. Set time frames to accomplish each remedy and identify potential or expected road-blocks to achieving objectives.

The process of investigating a problem thoroughly is the key to gaining understanding and support of committee members. If the facts reveal that a standard is being violated or if employees are uncomfortable, becoming ill or at risk of injury, the committee must research solutions. If state or local inspectors find that a standard has not been violated, yet employees report symptoms, track symptoms and continue to research the cause and solution to the problem.

There may be disagreement among members on how to solve a problem. Use technical resources (Public Employees Occupational Safety & Health Program, National Institute for Occupational Safe Health, etc.). **See Appendix V for additional resources.** Committee members may want to contact safety and health personnel from similar agencies in other cities and states or from union headquarters or manager associations to find out how similar problems have been dealt with. Avoid being confrontational with fellow committee members. Logic and common sense should always be used, but particularly when disagreements occur.

#### **Gain Support from Top Management:**

If committee recommendations are not implemented, find out why. If your committee doesn't include members who can implement all recommendations, be sure to meet face-to-face with the managers who have that authority. Present them with the research and facts that have been gathered to support the committee's recommendations.

#### **Insure Adequate Funds are Available to the Committee:**

Funds for committee and employee training, and the hiring of outside consultants are necessary. Identify sources of funds available to the committee for these purposes, such as a training or maintenance budget. Policy and/or contract language can be jointly developed to provide committee funds. It may be necessary to convince individuals outside the worksite of the necessity of securing additional funds for major changes. If you have consistently involved employees in the issue and they feel strongly about the problem, employ their help in convincing top management, taxpayers, and state and/or local elected officials of the problem. Be creative when identifying supporters outside the workforce, such as parents, clients, patrons, etc., who can work with the committee.

## STAGE 8: JHSC EFFECTIVENESS CHECKLIST

### Goal of Stage 8:

- To assist the committee in evaluating their effectiveness.

### Process/Time Table: (Check each after completion)

- The entire committee should participate in answering check list questions. It may be interesting to record labor and management's responses separately. If a wide divergence of opinion exists, take a closer look and attempt to find out why such differences exist.
- After the third month of the committee's operation, dedicate a meeting to review the committee's **mission, structure** and **meetings** (I, II, III of Checklist). Discuss each "no" response and make necessary improvements using recommendations contained in this guide or others agreed upon by the JHSC.
- After six months of the committee's operation, review the committee's **responsibilities, workforce involvement** and **support from management** (IV, V, VI of Checklist). Discuss each "no" response and make necessary improvements using recommendations contained in this guide.
- After one year of the committee's operation, review the committee's **results** (VII of the Checklist). It will be necessary to compare the PEOSH Log 200 annual summaries for the current and preceding years, as well as worksite inspection reports, checklists, and committee meeting minutes.
- Don't be surprised if drastic reductions of illness and injuries don't appear at first. More accurate reporting during the committee's first year may cause the appearance of increased rates of illness or injury.
- Share evaluation results with the workforce. Include a specific plan to improve unfavorable results.

### Tips:

- Use the checklist to measure the committee's effectiveness **twice a year**. Evaluating the committee twice annually will help members be more productive and aware of their progress, or lack of progress.

**JOINT HEALTH AND SAFETY COMMITTEE (JHSC)  
EFFECTIVENESS CHECKLIST<sup>5</sup>**

**I. Mission or Statement of Purpose:**

- |   |     |    |
|---|-----|----|
| 1. Does it give a clear, unequivocal commitment to health and safety?         | Yes | No |
| 2. Have top management and workforce representatives agreed to the statement? | Yes | No |
| 3. Is the role of the JHSC clearly defined?                                   | Yes | No |
| 4. Has the workforce been effectively informed of the JHSC's mission?         | Yes | No |
| 5. Will the mission statement be reviewed regularly?                          | Yes | No |

Is so, by whom and how often? \_\_\_\_\_

**II. Committee Structure:**

- |  |     |    |
|--|-----|----|
| 1. Is the committee large enough to ensure fair representation but small enough to be able to get things done? | Yes | No |
| 2. Have employee and management representatives each designated their own members to the committee?            | Yes | No |
| 3. Are employees from different bargaining units represented on the committee?                                 | Yes | No |
| 4. Do committee members have enough time to work on committee functions?                                       | Yes | No |
| 5. Is senior management or management with budgetary authority represented on the committee?                   | Yes | No |
| 6. Have alternates been designated for each committee member?  | Yes | No |

<sup>5</sup>Adapted from Joint Health and Safety Committees Effectiveness, Canadian Centre for Occupational Health and Safety (1986).

- |   |     |    |
|---|-----|----|
| 7. Does the workforce know who committee representatives are?       | Yes | No |
| 8. Do committee members rotate, or serve specific terms?            | Yes | No |
| 9. Has a chairperson been jointly appointed?                        | Yes | No |
| 10. Are sub-committees formed when necessary?                       | Yes | No |
| 11. Is the committee's structure reviewed and revised periodically? | Yes | No |

**III. Committee Meetings:**

- |   |     |    |
|---|-----|----|
| 1. Does the committee meet regularly and at least monthly?  | Yes | No |
| 2. Are unscheduled meetings called when the need arises?  | Yes | No |
| 3. Do meetings start and end on time?   | Yes | No |
| 4. Are meetings frequently postponed?   | Yes | No |
| 5. Do members attend meetings regularly?  | Yes | No |
| 6. Are agendas prepared and distributed well in advance of each meeting?                          | Yes | No |
| 7. Does the workforce communicate unresolved issues to the committee?                             | Yes | No |
| 8. Do meetings take place in an atmosphere of mutual respect and commitment to health and safety? | Yes | No |
| 9. Are meetings infrequently interrupted by phone calls and staff members not on the committee?   | Yes | No |
| 10. Does the chair and/or co-chair effectively conduct the meetings?                              | Yes | No |
| 11. Is there a joint resolution process for deciding unresolved issues?                           | Yes | No |
| 12. Are minutes effectively recorded?   | Yes | No |
| 13. Are minutes approved by both employee and management representatives?                         | Yes | No |
| 14. Are minutes promptly posted and made available to the entire workforce?                       | Yes | No |

#### IV. Committee Responsibilities

- |  |     |    |
|--|-----|----|
| 1. Are committee responsibilities early defined?   | Yes | No |
| 2. Are the responsibilities of committee embers known by the workforce?  | Yes | No |
| 3. Does the committee review reports of unresolved hazardous conditions?   | Yes | No |
| 4. Does the committee perform worksite inspections at least monthly?   | Yes | No |
| 5. Does the committee interview workers when investigating a complaint or hazard?  | Yes | No |
| 6. Has the committee developed or reviewed emergency procedures?   | Yes | No |
| 7. Has the committee reviewed all toxic substances in the facility for proper labeling?                                      | Yes | No |
| 8. Has the committee evaluated equipment employee safety and comfort?  | Yes | No |
| 9. Has the committee reviewed the respiratory and protective equipment needs and training of the workforce?                  | Yes | No |
| 10. Is the committee consulted when new substances or equipment are purchased?   | Yes | No |
| 11. Does the committee regularly review records on work-related injuries and illnesses?                                      | Yes | No |
| 12. Does the committee review all building leases prior to signing them to assure that hazards are identified and corrected? | Yes | No |
| 13. Do committee members receive regular training in hazard recognition and prevention?                                      | Yes | No |
| 14. Does the committee participate in planning training programs in hazard recognition and prevention?                       | Yes | No |
| 15. Does the Committee receive technical support when needed?  | Yes | No |

**V. Involving the Workforce:**

- |  |     |    |
|--|-----|----|
| 1. Has the workforce been informed of the JHSC and encouraged to participate in its work?                | Yes | No |
| 2. Are bulletin boards used to regularly post names of committee members, minutes and other information? | Yes | No |
| 3. Has a hazard reporting procedure form been developed and distributed to the workforce?                | Yes | No |
| 4. Are meetings held with the workforce to discuss the work of the JHSC?                                 | Yes | No |
| 5. Does the workforce participate in health and safety activities developed by the JHSC?                 | Yes | No |
| 6. Is the committee perceived as performing a useful function by the workforce?                          | Yes | No |

**VI. Support from Management:**

- |  |     |    |
|--|-----|----|
| 1. Does management demonstrate its support of the JHSC by providing resources, training and time for committee activities? | Yes | No |
| 2. Are committee recommendations generally implemented?  | Yes | No |
| 3. Does management always provide reasons when committee recommendations are not implemented?                              | Yes | No |
| 4. Do committee members report on their activities at management meetings?   | Yes | No |

**VII. Results:**

- |   |     |    |
|---|-----|----|
| 1. Has the illness and injury rate been reduced?  | Yes | No |
| 2. Has the committee achieved its stated objectives?  | Yes | No |
| 3. Has the committee identified significant hazards or problems?                              | Yes | No |
| 4. Has the committee recommended viable solutions to these hazards or problems?               | Yes | No |
| 5. Have the majority of committee recommendations been implemented?                           | Yes | No |
| 6. Have committee recommendations dealt with preventive measures as well as hazard solutions? | Yes | No |



**APPENDIX I  
EMPLOYEE HAZARD REPORT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept: \_\_\_\_\_ Work Location: \_\_\_\_\_

Job Title: \_\_\_\_\_

1. Describe the nature and location of the existing hazard:
  
2. a. Have you informed a supervisor or manager of the hazard?  
(Check one)      yes      no
- b. If "yes", who and when?  
(Supply names & dates)
- c. What changes, if any, resulted?
  
3. What action(s) should be taken to correct the hazard?
  
4. a. Have you and/or any of your co-workers suffered any adverse health effects (illnesses or injuries) that you suspect may have been caused by the hazardous condition?  
(Check one)       yes      no
- b. If "Yes", please explain:
  
- c. Have you and/or any of your co-workers consulted a doctor?  
(Check one)       yes       No
  
5. a. Who is potentially exposed to this hazard? (Employees performing which duties, the public, students, etc.)
- b. Please explain:

**APPENDIX II  
HEALTH & SAFETY PROGRAM COMPONENTS<sup>6</sup>**

**DUST**

- |   |     |    |
|---|-----|----|
| 1. Are there adequate dust control measures in place? | Yes | No |
|---|-----|----|

**EMERGENCY PROCEDURES**

- |  |     |    |
|--|-----|----|
| 1. Are the areas of major hazards identified and assessed by qualified staff?  | Yes | No |
| 2. Are there procedures for dealing with the worst foreseeable contingency?  | Yes | No |
| 3. Have these procedures been promulgated and tested?  | Yes | No |
| 4. Are there adequate arrangements for liaison with other parties who may be affected or whose help may be required? | Yes | No |
| 5. Are there arrangements to protect sensitive installations from malicious damage or hoax threats?                  | Yes | No |
| 6. Do the above arrangements cover weekend/ holiday periods?   | Yes | No |

**ENVIRONMENTAL CONTROL**

- |  |     |    |
|--|-----|----|
| 1. Is the working environment made as comfortable as is reasonably practicable?    | Yes | No |
| 2. Is sufficient expertise available to identify the problems and reach solutions? | Yes | No |
| 3. Is sufficient instrumentation available?  | Yes | No |
| 4. Are there arrangements to monitor the ventilation systems?                      | Yes | No |

<sup>6</sup>Adopted from Working Well: New York State Employees' Health and Safety in the 1980's (1986).

## **FIRE**

- |  |     |    |
|--|-----|----|
| 1a. Has someone been nominated to coordinate fire prevention activities?   | Yes | No |
| 1b. Does this person have sufficient authority?  | Yes | No |
| 2. Are there arrangements for fire fighting?   | Yes | No |
| 3a. Is there an adequate fire warning system?  | Yes | No |
| 3b. If yes, is it regularly checked?   | Yes | No |
| 4. Are fire drills held and checked for effectiveness?   | Yes | No |
| 5. Are there arrangements to check compliance with fire codes?   | Yes | No |
| 6a. Are means of escape regularly checked and properly maintained?   | Yes | No |
| 6b. Are they clearly marked?   | Yes | No |
| 7. Is there a proper system to account for staff and visitors in the event of an evacuation of the building is required? | Yes | No |
| 8. Are flammable and explosive materials stored and used in compliance with PEOSHA requirements?                         | Yes | No |

## **MACHINERY AND SUPPORT**

- |   |     |    |
|---|-----|----|
| 1. Is new machinery checked for health and safety prior to being brought onto site? | Yes | No |
| 2. Is there a system of inspection to identify and safeguard dangerous machinery?   | Yes | No |
| 3. Is there a system for checking plant and machinery after modifications?          | Yes | No |
| 4. Is there a routine check on interlocking devices?                                | Yes | No |
| 5. Is pressurized equipment subject to inspection and test?                         | Yes | No |
| 6. Are monitoring systems and alarms tested at regular intervals?                   | Yes | No |
| 7. Are lifting machines subject to regular inspection and test?                     | Yes | No |

## **MEDICAL FACILITIES AND WELFARE**

- |   |     |    |
|---|-----|----|
| 1. Are there adequate facilities for first aid treatment?   | Yes | No |
| 2. Are sufficient persons trained in first aid?   | Yes | No |
| 3. Are there arrangements for medical advice?   | Yes | No |
| 4. Are there adequate facilities to administer proper medical supervision particularly where this is a statutory requirement? | Yes | No |
| 5. Are needed medical records properly kept?  | Yes | No |
| 6. Are the washing and sanitary facilities adequate?  | Yes | No |

## **AIR MONITORING AT THE WORKPLACE**

- |  |     |    |
|--|-----|----|
| 1. Is it understood that monitoring will be carried out?   | Yes | No |
| 2. Are there sufficient staff with adequate equipment to carry out the monitoring?   | Yes | No |
| 3. Are the standards that need to be met known and understood?   | Yes | No |
| 4. Is there a system of remedying identified deficiencies within a given timescale?  | Yes | No |
| 5. Is the monitoring scheme sufficiently flexible to meet changes in conditions?   | Yes | No |
| 6. Are all serious accidents investigated?   | Yes | No |
| 7. In the event of an accident, is the performance of individuals or groups measured against the extent of their compliance with safety policy objectives? | Yes | No |
| 8. Is monitoring carried out within the spirit as well as the letter of the written policy document?   | Yes | No |

## **NOISE**

- |  |     |    |
|--|-----|----|
| 1. Are noise risks assessed and danger areas identified?                                 | Yes | No |
| 2. Is there a program of noise reduction/control?  | Yes | No |
| 3. Are appropriate types of personal protection provided and worn?                       | Yes | No |
| 4. Are the requirements of PEOSH 29 CFR 1910.95 "Occupational Noise Exposure" being met? | Yes | No |
| 5. Is there a risk from vibration?   | Yes | No |

## **RADIATION**

- |  |     |    |
|--|-----|----|
| 1. Is a competent person nominated to oversee the use of equipment and material which may pose a radiation hazard? | Yes | No |
| 2. Are records kept in accordance with statutory regulations?  | Yes | No |

## **RECORDS**

- |   |     |    |
|---|-----|----|
| 1. Are there adequate arrangements for keeping of statutory records?  | Yes | No |
| 2. Are the records checked for accuracy?  | Yes | No |
| 3. Is sufficient use made of the information in the records to identify areas of strength and weakness? e.g., accident and ill health experience or training needs? | Yes | No |
| 4. Is there sufficient access to records of performance by those with a legitimate interest?  | Yes | No |
| 5. Are copies of all the relevant statutory requirements and codes of practice available on the site?   | Yes | No |

## **SAFE PLACE OF WORK**

- |   |     |    |
|---|-----|----|
| 1. Are there arrangements to keep workplaces in a clean, orderly, and safe condition?                       | Yes | No |
| 2. Are walkways, gangways, paths and roadways clearly marked?   | Yes | No |
| 3. Are there arrangements for clearing hazards, e.g., substances likely to cause slipping, from the floors? | Yes | No |
| 4. Is safe means of access provided to all working areas?   | Yes | No |
| 5. Is safe staircases, landings, and openings in the floor protected?                                       | Yes | No |
| 6. Is storage orderly, safe and provided with easy access?  | Yes | No |
| 7. Are flammable, toxic and corrosive substances used safely and without hazard to health?                  | Yes | No |
| 8. Are permit-to-work systems operated and monitored?   | Yes | No |
| 9. Is the worksite accessible to disabled individuals?  | Yes | No |

## **TOXIC MATERIALS**

- |   |     |    |
|---|-----|----|
| 1. Are there adequate arrangements in the purchasing, storage, safety, medical and production departments for the identification of toxic chemicals and specification of necessary precautions? | Yes | No |
| 2. Are storage areas adequately protected?  | Yes | No |
| 3. Are emergency procedures for handling spillage/escape established, known and tested?   | Yes | No |

4a. Is the New Jersey Worker and Community Right to Know Act being complied with?	Yes	No
5b. Is the Right to Know Survey being completed every year?	Yes	No
4c. Are all containers properly labeled?	Yes	No
4d. Is the workforce receiving biannual RTK education and training, with the new workforce receiving it within the first month?	Yes	No
4e. Is the RTK poster posted?	Yes	No
4f. Are Hazardous Substance Fact Sheets, the Right to Know Survey, and other materials kept in the central file?	Yes	No
5. Are there adequate arrangements for the issue, maintenance and use of personal protective equipment (e.g. respirators, safety glasses, aprons, chemical protective clothing...) where it is found to be necessary?	Yes	No
6. Are there adequate eye wash stations and safety showers available for use in case of accidents involving acids, caustics or corrosives?	Yes	No

**APPENDIX III  
WALKTHROUGH INSPECTION WORKSHEET**

Area: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspected By: \_\_\_\_\_

\_\_\_\_\_

<b><u>Exact Location</u></b>	<b><u>Apparent Violations or Hazards</u></b>	<b><u>Suggested Actions and Other Comments</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____



**APPENDIX IV  
JOB HAZARDS EVALUATION<sup>7</sup>**

**ELECTRICAL**

Recommended Changes

Have exposed wires, frayed cords, deteriorated insulation and damaged plugs been repaired or replaced?

Yes      No      Comments: \_\_\_\_\_

Does all equipment connected by cord and plug have grounded connections (three prong plug or ground wire)?

Yes      No      Comments: \_\_\_\_\_

Do all extension cords being used have a ground wire?

Yes      No      Comments: \_\_\_\_\_

Are junction boxes, outlets switches and fittings covered?

Yes      No      Comments: \_\_\_\_\_

Are flexible cords and cables never substituted for fixed wiring?

Yes      No      Comments: \_\_\_\_\_

Are all extension cords in use of appropriate wiring to carry the current being drawn?

Yes      No      Comments: \_\_\_\_\_

Are all portable electrical hand tools grounded?  
(Double insulated tools are acceptable without grounding.)

Yes      No      Comments: \_\_\_\_\_

## EXITS AND EXIT MARKINGS

## Recommended Changes

Are all exits marked with an exit sign and an illuminated reliable source?

Yes    No    Comments: \_\_\_\_\_

Is the direction to exits, when not immediately apparent, marked with visible signs?

Yes    No    Comments: \_\_\_\_\_

Are doors or other passageways that may be mistaken for an exit appropriately marked "**NOT AN EXIT,**" "**TO BASEMENT,**" "**STOREROOM,**" ETC.?

Yes    No    Comments: \_\_\_\_\_

Are all exit doors unlocked?

Yes    No    Comments: \_\_\_\_\_

Are all exit routes free of obstructions?

Yes    No    Comments: \_\_\_\_\_

## FIRE PROTECTION

Are fire extinguishers available in the area? If not, should they be?

Yes    No    Comments: \_\_\_\_\_

Are extinguishers selected for the types of combustible and flammables in the areas where they are to be used?

Yes    No    Comments: \_\_\_\_\_

- Class A - Ordinary combustible material fires
- Class B - Flammable liquid or grease fires
- Class C - Energized electrical equipment fires

**Recommended Changes**

Are extinguishers fully charged?  
Yes    No    Comments: \_\_\_\_\_

Are extinguisher locations not obstructed or blocked?  
Yes    No    Comments: \_\_\_\_\_

Has training been given on the proper use of fire extinguishers?  
Yes    No    Comments: \_\_\_\_\_

Are there procedures established on what to do in case of a fire?  
Yes    No    Comments: \_\_\_\_\_

Do all employees know what to do in case of a fire?  
Yes    No    Comments: \_\_\_\_\_

**HAZARDOUS MATERIALS**

Is there a material safety data sheet and/or hazardous substance fact sheet available for each hazardous material?  
Yes    No    Comments: \_\_\_\_\_

Are containers of hazardous materials properly labeled?  
Yes    No    Comments: \_\_\_\_\_

Is there a procedure for cleaning up hazardous material spills?  
Yes    No    Comments: \_\_\_\_\_

Do you or other co-workers smell strange odors?  
Yes    No    Comments: \_\_\_\_\_

Recommended Changes

Do you or other co-workers suffer any symptoms such as eye, nose or throat irritation; skin rash; headache; upset stomach or dizziness that might be attributed to hazardous materials?

Yes      No      Comments: \_\_\_\_\_

Do you or other co-workers see any smoke, dust or vapors in the work area or overhead?

Yes      No      Comments: \_\_\_\_\_

Are exhaust ventilation systems in working order, for example, to remove exhaust from automobiles, boats, snowmobiles, and so forth?

Yes      No      Comments: \_\_\_\_\_

**HAZARDOUS MATERIALS**

Are persons prohibited from eating, drinking, smoking, and applying cosmetics in areas where toxic materials are present?

Yes      No      Comments: \_\_\_\_\_

Are flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?

Yes      No      Comments: \_\_\_\_\_

Are flammable liquids stored in approved containers (e.g., shatterproof)?

Yes      No      Comments: \_\_\_\_\_

Are bulk drums of flammable liquids grounded and bonded to containers during dispensing (connected by metal strap to metal ground)?

Yes      No      Comments: \_\_\_\_\_

**Recommended Changes**

Are areas in which flammable liquids are stored or used free of sources of heat or ignition (e.g., electrical must be explosion proof; if appropriate, **NON-SMOKING** signs are posted)?

Yes      No      Comments: \_\_\_\_\_

Are there procedures for proper disposal of hazardous materials?

Yes      No      Comments: \_\_\_\_\_

Are hazardous wastes stored in appropriate containers?

Yes      No      Comments: \_\_\_\_\_

**LADDERS**

Are all ladders in good repair?

Yes      No      Comments: \_\_\_\_\_

**MEDICAL AND FIRST AID**

Are there procedures established on how to deal with a medical emergency?

Yes      No      Comments: \_\_\_\_\_

Do all employees know what to do in case of a medical emergency?

Yes      No      Comments: \_\_\_\_\_

If an emergency occurs, are eyewash fountains and safety showers available for quick drenching?

Yes      No      Comments: \_\_\_\_\_

Are they provided within the work area?

Yes      No      Comments: \_\_\_\_\_

**Recommended Changes**

**NOISE**

Is the noise level so loud that you have to yell to talk to the person near you?

Yes      No      Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

What types of PPE are available (e.g., gloves, safety glasses, safety goggles, aprons, ear plugs, ear muffs, respirators, protective shoes, welding shields, hard hats and face shields)?

Yes      No      Comments: \_\_\_\_\_

Is PPE available as listed on materials safety data sheets/ hazardous substance fact sheets for the hazardous materials at the site?

Yes      No      Comments: \_\_\_\_\_

Is PPE in good condition?

Yes      No      Comments: \_\_\_\_\_

When necessary, is PPE cleaned and disinfected after use?

Yes      No      Comments: \_\_\_\_\_

Is training given on proper use of PPE?

Yes      No      Comments: \_\_\_\_\_

Is PPE stored properly (e.g., clean, dirt free location)?

Yes      No      Comments: \_\_\_\_\_

Is PPE being used in all situations where it is necessary?

Yes      No      Comments: \_\_\_\_\_

**Recommended Changes**

Are the right respirators/cartridges being used to protect against inhalation hazards (filters for dust, fumes and mists; organic vapor cartridges for solvent vapors; and filters and organic vapor cartridges for combinations of dusts and organic vapors)?

Yes      No      Comments: \_\_\_\_\_

**TOOLS, MACHINERY AND MACHINE GUARDING**

Are belts, pulleys, chains, gears and rotating shafts guarded?

Yes      No      Comments: \_\_\_\_\_

Are all fixed machinery and grinders securely anchored to prevent movement?

Yes      No      Comments: \_\_\_\_\_

Are there proper guards on saws, jointers, planers, sanders, grinders and other machinery?

Yes      No      Comments: \_\_\_\_\_

Are all saw blades and other cutting tools regularly inspected for sharpness and other conditions affecting safe operation?

Yes      No      Comments: \_\_\_\_\_

Is training provided on the safe use of machinery?

Yes      No      Comments: \_\_\_\_\_

Are goggles or face shields always worn when grinding?

Yes      No      Comments: \_\_\_\_\_

Are hand and portable power tools in good condition?

Yes      No      Comments: \_\_\_\_\_

**WALKING AND WORKING SURFACES**

Are inside floor areas free of tripping and falling hazards?

Yes      No      Comments: \_\_\_\_\_

Are work surfaces clean and orderly?

Yes      No      Comments: \_\_\_\_\_

Are floors, aisles, and inside passageways clean and dry?

Yes      No      Comments: \_\_\_\_\_

Are there any noticeable spills or areas of dust accumulation?

Yes      No      Comments: \_\_\_\_\_

**WELDING, CUTTING, AND BRAZING**

Are cylinders secured and stored where they cannot be knocked over?

Yes      No      Comments: \_\_\_\_\_

Is welding or cutting always conducted at a safe distance from flammable liquids?

Yes      No      Comments: \_\_\_\_\_

Are precautions taken to be sure that barrels, tanks, or other containers have been cleaned thoroughly to remove all flammable vapors or residues (e.g. lead-based paint before cutting, welding, or other hot work is permitted)?

Yes      No      Comments: \_\_\_\_\_



**Recommended Changes**

Is eye protection (goggles, helmets, hand shields) provided and worn as a protection against sparks, other debris and welding flash?

Yes      No      Comments: \_\_\_\_\_

Is appropriate protective clothing (gloves, aprons, leggings, flame retardant clothing, etc.) worn as protection against sparks and other debris?

Yes      No      Comments: \_\_\_\_\_

Are nearby employees protected from welding flash?

Yes      No      Comments: \_\_\_\_\_

Is exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?

Yes      No      Comments: \_\_\_\_\_

Is safety training in welding provided?

Yes      No      Comments: \_\_\_\_\_

<sup>7</sup>Adapted from Occupational Health Awareness Curriculum for Vocational Students In Secondary Schools. Environmental and Occupational Health Information Program. Division of Consumer Health Education.

Department of Environmental and Community Health Medicine. Robert Wood Johnson Medical School, University of Medicine and Dentistry of New Jersey, Piscataway, New Jersey. (1990)

**APPENDIX V**  
**NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES**  
**OCCUPATIONAL HEALTH SERVICE**  
**RESOURCES**

A variety of services are available through the Occupational Health Service of the New Jersey Department of Health and Senior Services. All three programs described offer telephone consultation.

***PUBLIC EMPLOYEES OCCUPATIONAL SAFETY AND HEALTH PROGRAM***

P.O. Box 360  
Trenton, NJ 08625-0360  
(609) 984-1863

The Public Employees Occupational Safety and Health (PEOSH) Program conducts industrial hygiene inspections in response to public employee complaints, referrals from other agencies, high hazard workplaces, and emergencies. Educational seminars are conducted for public employees. In addition, educational materials are developed and distributed across the state. The seminars and materials discuss methods for reducing occupational health hazards and review the requirements of health standards. Consultations are provided to employers and employees who are interested in resolving health concerns at their workplace.

***OCCUPATIONAL HEALTH SURVEILLANCE PROGRAM***

P.O. Box 360  
Trenton, NJ 08625-0360  
(609) 984-1863

The Surveillance Program targets its activities to workers who are exposed to hazardous chemical, physical or biological agents. Data are compiled on individuals who have been reported with work-related illnesses and injuries. These data are used to target high risk workplaces for workplace inspections; and to provide educational materials to reported individuals, co-workers, employers, and health care providers. Special projects within the Program provide these services to particular high-risk worker populations, including those with toxic lead exposure, exposure to silica dust, asbestos-related diseases, occupational asthma, cadmium and mercury toxicity, fatal occupational injuries, and chromium exposure. Some of these projects are partially supported by federal funds.

### ***RIGHT TO KNOW PROGRAM***

P.O. Box 368  
Trenton, NJ 08625-0368  
(609) 984-2202

The RTK Program ensures the education and training of public employees about hazardous substances and the reporting of hazardous substances at all public facilities; and the ingredient labeling of all containers in public and private workplaces. The Program prepares Hazardous Substance Fact Sheets, conducts a Train-the-Trainer Program, administers grants to the 21 counties, and certifies consultant trainers and training programs.

### **CLINICAL FACILITIES FOR EVALUATING OCCUPATIONAL ILLNESS**

The Occupational Health Service (OHS) of the New Jersey Department of Health and Senior Services receives numerous requests for information concerning occupational medicine services. These requests come from the general public, individual patients and physicians seeking medical consultation, and industry and labor organizations interested in obtaining specific medical services. In response to these requests, the OHS has developed a Directory of Occupational Medicine Services.

The purpose of the Directory is to provide information for health providers, industry, and other residents of New Jersey on:

- ★ the location of free-standing or hospital-based clinics and private physician offices providing services in occupational medicine;
- ★ the types of occupational medicine services available;
- ★ the availability of consultations provided by board-certified occupational medicine specialists, and other board-certified, board-eligible, or self-designated specialists.

To receive a diagnostic evaluation for possible work-related disease, contact one of the facilities listed in the Directory of Occupational Medicine Services. To obtain a copy of this directory, please call or write to the:

### ***OCCUPATIONAL HEALTH SURVEILLANCE PROGRAM***

P.O. Box 360  
Trenton, NJ 08625-0360  
(609) 984-1863

## RESOURCES IN NEW JERSEY ON WORKPLACE HEALTH

### ***PRIVATE SECTOR ENFORCEMENT***

#### **Occupational Safety and Health Administration (OSHA)**

Contact OSHA for information about workplace health and safety regulations or to file a complaint about working conditions if you work in the private sector.

#### **OSHA, Avenel Area Office**

Plaza 35, Suite 205  
1030 St. George Avenue  
Avenel, NJ 07001  
(732) 750-3270

**Serves** Hunterdon, Middlesex,  
Somerset, Union, and Warren Counties.

#### **OSHA, Marlton Area Office**

Marlton Executive Park, Bldg. 2  
Suite 120, 701 Rt. 73 South  
Marlton, NJ 08053  
(856) 757-5181

**Serves** Atlantic, Burlington, Camden,  
Cape May, Cumberland, Gloucester,  
Mercer, Monmouth, Ocean, and Salem  
Counties.

#### **OSHA, Parsippany Area Office**

299 Cherry Hill Road  
Suite 304  
Parsippany, NJ 07054  
(973) 263-1003

**Serves** Essex, Hudson, Morris, and  
Sussex Counties

#### **OSHA, Hasbrouck Heights Area Office**

Teterboro Airport Professional Bldg.  
500 Route 17, Room 206  
Hasbrouck Heights, NJ 07604  
(201) 288-1700

**Serves** Bergen and Passaic Counties

### ***PUBLIC SECTOR ENFORCEMENT***

#### **New Jersey Public Employees Occupational Safety and Health Program**

Contact PEOSH for information about workplace health and safety regulations or to file a complaint about working conditions if you are a New Jersey State, county, municipal or public school employee.

#### **Health Issues**

#### **New Jersey Department of Health and Senior Services, PEOSH Program**

P.O. Box 360  
Trenton, NJ 08625-0360  
(609) 984-1863

#### **Safety Issues, Recordkeeping and Discrimination Complaints**

#### **New Jersey Department of Labor, PEOSH Program**

P.O. Box 386  
Trenton, NJ 08625  
(609) 292-0767  
1-800-624-1644

### **PUBLICATIONS**

#### **OSHA Publications**

200 Constitution Ave., N.W.  
Washington, D.C. 20210  
(202) 693-1888

#### **NIOSH Publications**

4676 Columbia Parkway  
Cincinnati, OH 45226  
1-800-35-NIOSH

NIOSH is the research arm of OSHA.

## **OTHER USEFUL ORGANIZATIONS**

### ***LABOR EDUCATION CENTER, RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY***

Ryders Lane and Clifton Avenue  
New Brunswick, NJ 08903  
(732) 932-9502

Rutgers University offers a variety of educational services and programs for employers, workers and unions. University professors along with nationally known occupational health specialists coordinate a variety of health and safety services.

### ***ENVIRONMENTAL AND OCCUPATIONAL HEALTH SCIENCES INSTITUTE, PUBLIC EDUCATION AND RISK COMMUNICATION DIVISION (EOHSI)***

University of Medicine and Dentistry of New Jersey  
Robert Wood Johnson Medical School  
Rutgers, The State University of New Jersey  
Brookwood Plaza 2  
45 Knightsbridge Road  
Piscataway, NJ 08854  
(732) 445-0200

EOHSI offers a variety of publications and training courses, including asbestos planning and removal and noise control and hearing conservation.

### ***NEW JERSEY INDUSTRIAL UNION COUNCIL, AFL-CIO (IUC)***

1589 Lambertson Road  
Trenton, NJ 08611  
(609) 695-1331

The IUC sponsors training programs, workshops, and conferences on occupational safety and health issues for workers and unions in the public and private sectors throughout New Jersey. Phone consultation is available.

### ***NEW JERSEY STATE FEDERATION OF LABOR, AFL-CIO***

106 West State Street  
Trenton, NJ 08608  
(609) 989-8730

The AFL-CIO provides health and safety information to member unions.

**NEW JERSEY STATE DEPARTMENT OF LABOR**

Division of Workers' Compensation

CN 381

Trenton, NJ 08625

(609) 292-2508

Workers who have been injured or become sick from their job are entitled to Workers' Compensation to cover lost wages and medical expenses. If an employer does not voluntarily pay Workers' Compensation, an employee may file a claim with this Division.

**PHILAPOSH**

Philadelphia Area Project on Occupational Safety and Health

3001 Walnut Street

5th Floor

Philadelphia, PA 19104

(215) 386-7000

Serves South and Central New Jersey

**NYCOSH**

New York Committee on Occupational Safety and Health

275 Seventh Avenue

8th Floor

New York, NY 1 0001

(212) 627-3900

Serves Northern New Jersey

Philaposh and NYCOSH are coalitions of unions performing education and political action on job health and safety.

**WHITE LUNG ASSOCIATION**

390 Broad Street

Newark, NJ 07104

(973 ) 373-3335

Alerts asbestos victims of their legal rights and makes referrals to lawyers and physicians. Will maintain exposure data for victims or potential victims.

***NEW JERSEY POISON INFORMATION AND EDUCATION SYSTEM***

Newark Beth Israel Medical Center

201 Lyons Avenue

Newark, NJ 07112

1-800-962-1253

This statewide poison control center is staffed by professionals specializing in poison control and is available for service 24 hours a day, 7 days a week to handle emergency calls and provide information to the public.

## NOTES



# PEOSH PROGRAM READER RESPONSE CARD

## GUIDE TO EFFECTIVE JOINT LABOR,/MANAGEMENT SAFETY AND HEALTH COMMITTEE

Dear Reader:

Please take a few minutes to help us evaluate this publication. Please check the following:

***Check the category that best describes your position:***

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> manager             | <input type="checkbox"/> employee                         | <input type="checkbox"/> educator              |
| <input type="checkbox"/> safety professional | <input type="checkbox"/> occupational health professional | <input type="checkbox"/> other (specify) _____ |
| <input type="checkbox"/> researcher          | <input type="checkbox"/> health care worker               | _____  |

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***Check the category that best describes your workplace:***

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> academia          | <input type="checkbox"/> municipal government          | <input type="checkbox"/> labor organization    |
| <input type="checkbox"/> state government  | <input type="checkbox"/> municipal utilities authority | <input type="checkbox"/> other (specify) _____ |
| <input type="checkbox"/> county government |  |  |

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***Describe how thoroughly you read this publication:***

- |  |       |
|--|-------|
| <input type="checkbox"/> cover-to-cover                      |       |
| <input type="checkbox"/> sections of interest only (specify) | _____ |
| <input type="checkbox"/> other (specify)                     | _____ |

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**How will you use this information (check all that apply):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> change the work environment | <input type="checkbox"/> provide information | <input type="checkbox"/> not used              |
| <input type="checkbox"/> change a procedure          | <input type="checkbox"/> copy and distribute | <input type="checkbox"/> other (specify) _____ |
| <input type="checkbox"/> assist in research          | <input type="checkbox"/> in training         |  |

Which section did you find most useful?

The least useful and why?

Other occupational health informational bulletins you would like to see the PEOSH Program develop.

Other comments and suggestions.

