



*School District No. 54* (BULKLEY VALLEY)

---

## **Joint Health and Safety Committee Self-Evaluation Report**

**Safety Committee Name:**

---



School District No. 54  
(Bulkley Valley)

# Occupational Health & Safety Program

## SECTION 12

### OH&S Program Evaluation

Please refer to the [Guide to completing a Joint Health and Safety Committee Evaluation Tool](#) for assistance in completing the evaluation process and this form.

The District Health and Safety Program is online at

[https://www.sd54.bc.ca/apps/pages/index.jsp?uREC\\_ID=1071391&type=d&pREC\\_ID=1359013](https://www.sd54.bc.ca/apps/pages/index.jsp?uREC_ID=1071391&type=d&pREC_ID=1359013)

- Section 1 – Roles and Responsibilities
- Section 2 – Investigations
- Section 3 – Supplementary Instructions of  
Personal Protective Equipment Program (PPEP),  
Biohazardous Materials Program,  
Fall Protection Program,  
Violence in the Workplace,  
Working Alone or in Isolation
- Section 4 – Hazard Identification
- Section 5 – Investigation of Incidents
- Section 6 – Records and Statistics
- Section 7 – Joint OH&S Committees
- Section 8 – Instruction of Workers
- Section 9 – First Aid
- Section 10 – Hazardous Materials and Substances
- Section 11 – Disability Management
- Section 12 – OH&S Program Evaluation
- Section 13 – Ergonomics
- Section 14 – Worksite Hazard Communication Program

# Joint health and safety committee Evaluation tool

Please refer to the [Guide to completing a Joint Health and Safety Committee Evaluation Tool](#) for assistance in completing the evaluation process and this form.

Employer's name (legal name and trade name) <b>SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)</b>
Joint committee name and location:  (Name and location of the workplace or part of the workplace represented by the committee)
Date evaluation complete:  (If the evaluation was completed over several days, include the date it was finalized.)

## Committee evaluators:

(The evaluators may be the committee co-chairs or designate(s), the employer, or a person retained by the employer. The evaluators should be knowledgeable about the duties, functions, and effective administration of a committee.)

Name	Job title	Committee position

## Part 1: Assessment of legal obligations

### 1.1 Committee selection, membership and procedures

(Refer to sections 33, 34, 35, 36, and 37 of the *Workers Compensation Act*.)

	Yes	No
Does the committee have at least four members?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have worker representatives and employer representatives as required by <a href="#">section 33</a> of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have worker representatives as at least half the membership, as required by <a href="#">section 33</a> of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have two co-chairs, one selected by worker representatives and one selected by employer representatives, as required by <a href="#">section 33</a> of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have worker representatives selected according to the procedures specified in <a href="#">section 34</a> of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have employer representatives selected as required by the <a href="#">section 35</a> of the Act?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee meet at least once a month (unless otherwise permitted)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee prepare a report of the meeting (meeting minutes) and provide a copy to the employer?	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee have rules of procedure (terms of reference)?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information on committee selection, membership, and procedures.

--

## 1.2 Support for the committee

(Refer to sections 40, 42, 44 and 51 of the Act.)

	Yes	No
Did committee members attend meetings during paid working hours?	<input type="checkbox"/>	<input type="checkbox"/>
Did members receive paid time off work that is reasonably necessary to prepare for meetings and fulfill other duties and functions?	<input type="checkbox"/>	<input type="checkbox"/>
Did the employer provide equipment, premises, and clerical personnel necessary for the carrying out of the committee's duties and functions?	<input type="checkbox"/>	<input type="checkbox"/>
Did the employer provide information requested by the committee, including information on health and safety hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Has the employer posted and kept posted: <ul style="list-style-type: none"><li>• The names and work locations of committee members</li><li>• The reports (minutes) of at least the three most recent committee meetings</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information on the support provided to the committee.

## Training and education of committee members

(Refer to sections 40 and 41 of the Act and the requirements of section 3.27 of the Regulation.)

	Yes	No
Did new members as of April 3, 2017 receive the minimum of eight hours of instruction and training that is required within six months of becoming a committee member?	<input type="checkbox"/>	<input type="checkbox"/>
Did all committee members receive the annual educational leave totalling eight hours to which they are entitled, in order to attend occupational health and safety training courses?	<input type="checkbox"/>	<input type="checkbox"/>
Did committee members receive educational leave without loss of pay or other benefits?	<input type="checkbox"/>	<input type="checkbox"/>
Did the employer pay for, or reimburse committee members for, the costs of the training course and the reasonable costs of attending?	<input type="checkbox"/>	<input type="checkbox"/>
Did a committee member designate another member as being entitled to take all or part of the member's educational leave?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information about committee member training and education.

## 1.3 Committee recommendations

(Refer to sections 36 and 39 of the Act.)

The committee has a duty to make recommendations to the employer about the improvement of workplace health and safety, as well as recommendations on educational programs promoting the health and safety of workers and compliance with the Act and the Regulation. These recommendations may take a variety of forms, including formal and informal, oral, or written.

Do the committee's rules of procedure (terms of reference) include provisions for how to make recommendations to the employer?

Yes       No

Within the past 12 months, has the committee sent written recommendations to the employer with a request for a response from the employer?

- Yes       No

	Yes	No	n/a
Were the committee’s recommendations described clearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were recommendations directly related to workplace health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were recommendations made in accordance with the committee’s rules of procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the employer respond in writing within 21 days? If the employer did not respond within that timeframe, did they explain the delay and indicate when a response would be provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the employer did not respond within 21 days, did they explain the delay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the employer did not accept the committee’s recommendations, did the employer provide written reasons for not accepting the recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the employer did not accept the recommendations, did the employer provide alternatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the employer did not accept the committee’s recommendations, did the committee ask WorkSafeBC to investigate and attempt to resolve the matter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “No” or were not sure of the answer to any of the questions above, provide further information about committee recommendations to the employer.

#### 1.4 Duties and functions of the committee

(Refer to [section 36](#) of the Act and the requirements of [section 3.12](#) of the Regulation.)

The following questions are intended to assess whether or not the committee has fulfilled each of its duties and functions. It may be helpful to refer to relevant records and documents when determining whether or not the committee fulfilled each of its duties and functions. Copies of these documents may be included with this evaluation for reference purposes.

Over the past 12 months, the committee has	Yes	No
Identified situations that may be unhealthy or unsafe for workers — this may include reviewing incident and near miss reports to look for accident trends, or reviewing the effectiveness of a risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
Advised on effective systems for responding to situations that may be unhealthy or unsafe	<input type="checkbox"/>	<input type="checkbox"/>
Considered and expeditiously dealt with complaints related to the health and safety of workers	<input type="checkbox"/>	<input type="checkbox"/>
Consulted with workers and the employer on issues related to workplace health and safety and the work environment	<input type="checkbox"/>	<input type="checkbox"/>
Made recommendations to the employer and workers about the improvement of the workplace health and safety and work environment	<input type="checkbox"/>	<input type="checkbox"/>
Made recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Act and the Regulation, and monitored their effectiveness	<input type="checkbox"/>	<input type="checkbox"/>
Advised the employer on programs and policies required under the Regulation and monitored their effectiveness	<input type="checkbox"/>	<input type="checkbox"/>
Advised the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers	<input type="checkbox"/>	<input type="checkbox"/>
Ensured that accident investigations are carried out as required by the Act and the Regulation	<input type="checkbox"/>	<input type="checkbox"/>
Ensured that regular inspections are carried out as required by the Act and the Regulation	<input type="checkbox"/>	<input type="checkbox"/>
Participated in inspections, investigations, risk assessments, and inquiries as provided in the Act and the Regulation	<input type="checkbox"/>	<input type="checkbox"/>
Participated in the procedure for resolving refusals of unsafe work	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information on how the committee fulfilled each of its duties and functions under section 36 of the Act.

## Part 2: Evaluation of effectiveness

The following questions are intended to measure the effectiveness of committee procedures, participation, and record-keeping.

### 2.1 Rules of procedure (Terms of reference)

The following are characteristics of an effective committee's rules of procedure:

- Committee members know the role of the committee and the extent of its authority.
- Committee members actively contribute to a set of regularly reviewed objectives.
- Rules of procedure meet the minimum legal requirements of [section 37](#) of the Act.
- Rules of procedure include provision for:
  - Committee composition and selection of members
  - Duties and functions
  - Record keeping
  - Roles of guests
  - Decision-making procedures
  - Informal and formal committee recommendations
  - Resolution of action items
  - Education and training for committee members
  - Committee evaluation
  - Defining quorum
  - Conflict resolution
  - Other relevant matters
- Rules are developed collaboratively, with the participation of committee members.
- Rules are reviewed periodically and reflect the committee's current process and mandate.

With these criteria in mind, how effective is your committee in relation to rules of procedure?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Somewhat ineffective	<input type="checkbox"/> Moderately effective	<input type="checkbox"/> Somewhat effective	<input type="checkbox"/> Very effective
--	--	--	--	--

Comment further on how you rated your committee. Include suggestions on how your committee's rules of procedure might be improved.

## 2.2 Meeting attendance and participation

The following are characteristics of an effective committee's meeting attendance and participation:

- Agenda is distributed prior to meetings.
- Agenda is used at meetings to guide discussion and keep the meeting on time.
- Relevant documents (reports, etc.) are distributed and reviewed prior to meetings.
- Committee members are given time that is reasonably necessary to prepare for committee meetings (per [section 40](#) of the Act).
- Committee members regularly attend meetings.
- Alternates are selected in case of member absence.
- Employer and worker co-chairs take turns running the meeting.
- Committee members are engaged and participate in discussions.
- Employer and worker representatives participate equally, with no one group dominating discussions.
- Regular attendance is supported by the employer. This includes removing barriers such as scheduling, and back up coverage.

With these criteria in mind, how effective is your committee in relation to meeting attendance and participation?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Somewhat ineffective	<input type="checkbox"/> Moderately effective	<input type="checkbox"/> Somewhat effective	<input type="checkbox"/> Very effective
--	--	--	--	--

Comment further on how you rated your committee. Include suggestions on how your committee's meeting attendance and participation might be improved.

## 2.3 Report of the meeting (Meeting minutes)

The following are characteristics of an effective committee's meeting minutes:

- Meeting minutes provide a full and accurate record of the meeting, and include:
  - Who attended the meeting
  - The issues that were discussed
  - Reports, statistics, and other documents reviewed
  - Any action required, the name of the person assigned to complete the action, its priority, and the expected completion date
- Outstanding action items are tracked and monitored to completion
- Minutes are circulated to members promptly
- Minutes are adopted at the next meeting

With these criteria in mind, how effective is your committee in relation to meeting reports?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Somewhat ineffective	<input type="checkbox"/> Moderately effective	<input type="checkbox"/> Somewhat effective	<input type="checkbox"/> Very effective
--	--	--	--	--

Comment further on how you rated your committee. Include suggestions on how your committee's meeting reports might be improved.

## 2.4 Committee response to refusals of unsafe work

(Refer to [section 3.12\(4\)](#) of the Regulation.)

Has the committee been aware of any refusals of unsafe work at your workplace in the past 12 months?

- Yes       No

Is the committee informed of work refusals even when the matter is resolved by the worker and the supervisor?

- Yes       No

Has there been a refusal of unsafe work at your workplace that could not be resolved between the worker and employer or supervisor?

- Yes       No

Are committee members trained in their role in the procedure for refusal of unsafe work?

- Yes       No

If there has not been a refusal of unsafe work, consider the nature of your industry and the hazards inherent in the work you do. Are there any:

- Barriers that may be making workers reluctant to exercise their right to refuse unsafe work?
- Hazards that are being overlooked or trivialized because they are seen as "part of the job"?
- Other reasons workers might not feel they are able to refuse unsafe work:

How effectively is the committee participating in the procedure for responding to refusals of unsafe work?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Somewhat ineffective	<input type="checkbox"/> Moderately effective	<input type="checkbox"/> Somewhat effective	<input type="checkbox"/> Very effective
--	--	--	--	--

Comment further on how effectively your committee is participating in refusals of unsafe work and any recommendations the committee might make to the employer on this issue.

## 2.5 Overall effectiveness

Considering your responses to all of the previous questions in Part 1 and Part 2, how effective is the committee overall?

<input type="checkbox"/> Very ineffective	<input type="checkbox"/> Somewhat ineffective	<input type="checkbox"/> Moderately effective	<input type="checkbox"/> Somewhat effective	<input type="checkbox"/> Very effective
--	--	--	--	--

Comment further on how you rated your committee. Include suggestions on how your committee might improve its overall effectiveness. Consider compliance with legal obligations as well as how effectively the committee is performing its duties and functions. You may wish to consider the focus areas included in this evaluation tool to help identify opportunities for committee member growth and development, and ideas for building committee effectiveness.

## Part 3: Focus Areas — Encouraging committee growth and development

An effective committee provides a way for workers and employer to work together to identify and find solutions for health and safety problems in the workplace. Generally, your first objective will be to ensure your committee complies with the minimum legal requirements. Once you are satisfied that your committee is compliant, committee members should develop a plan for continual improvement.

Your committee may wish to choose one of the following areas to focus on improving each year:

- Focus Area A — Communication
- Focus Area B — Workplace inspections, hazard identification, risk assessment and control
- Focus Area C — Incident investigation

The questions here are intended to help your committee identify strengths and areas of improvement. For each item, consider the characteristics of an effective committee, as well as the legal requirements. Then, use the rating scale to assess how effectively your committee performs.

Finally, consider what positive steps you can take to improve your committee effectiveness in this focus area. Steps for improvement will vary for every workplace, and may include [training for committee members](#), discussions at safety meetings, or changes in policies or procedures.

### Focus Area A — Communication

Effective communication ensures that everyone at the workplace is aware of the work of the committee in promoting workplace health and safety, and encourages people to contribute ideas and be more involved.

#### A.1 Committee meetings and communication

	Never	Sometimes	Usually	Always
Does the committee seek out and explore different opinions to ensure issues and concerns are fully considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where there are differences of opinion within the committee, can the committee generally resolve the matter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the committee regularly divided on occupational health and safety issues, often along management and labour lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the committee generally able to reach agreement on matters relating to health and safety relating to workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the co-chairs demonstrate effective communication, conflict resolution, and facilitation skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee regularly follow up on the implementation of decisions and recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee composition reflect the composition of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee proactively identify possible barriers to the implementation of health and safety decisions and recommendations, and propose solutions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General comments on committee meetings and communication, and suggestions for improvement:

## A.2 Communication with workers

	Never	Sometimes	Usually	Always
Do workers regularly approach committee members to make suggestions or to discuss health and safety matters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there effective communication between the committee and workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee regularly interact with a cross-section of workers (including part-time, dispatched, and shift workers, and workers at other job sites) about relevant health and safety matters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General comments on communication with workers, and suggestions for improvement:

## A.3 Communication with the employer

	Never	Sometimes	Usually	Always
Is the employer representative on the committee someone with decision-making authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employer regularly seek out the opinions of the committee on existing and potential workplace health and safety issues, including proposed changes to the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employer share health and safety information with the committee? (This may include industrial hygiene testing results, WorkSafeBC reports or statistics, other occupational and safety health reports, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Were all matters resolved at the committee level, or did the committee feel reluctant to make recommendations? Include any suggestions around how the committee recommendations could be made more effective.

General comments on communication with the employer, and suggestions for improvement:

## Focus Area B – Workplace inspections, hazard identification, risk assessment and control

Regular workplace inspections can help to improve communication around workplace health and safety, identify unsafe conditions and procedures, and better understand the work and the work environment. (Refer to [section 3.5](#) of the Regulation.)

	Never	Sometimes	Usually	Always
Does the committee confirm that workers who conduct workplace inspections are trained to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do committee members interact with a representative sample of workers when conducting workplace inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee ensure a cross-section of equipment, work methods, and work practices are inspected when conducting workplace inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do inspections consider hazards of the occupational environment? (This may include risk assessments related to specific tasks or work procedures.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are inspections tailored to workplace-specific hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workplace inspections done at various times and without advance notice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When hazards are identified and corrected, are they reviewed at the next meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is information from workplace inspection reports reviewed by committee members to identify any trends that may be developing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment further on how effectively your committee is participating in workplace inspections. Include suggestions on how your committee might improve the effectiveness of workplace inspections and identify unhealthy and unsafe situations in the workplace.

What are the most significant risks to worker health and safety in your workplace? Who might be harmed, and how?

Have controls been put in place, and are they effective at reducing the risks?

## Focus Area C – Incident investigation

Employers must conduct investigations of any workplace incidents resulting in an injury to a worker or near misses with the potential for worker injury, as well as major structural failures, release of hazardous substances, and other circumstances. Refer to [Part 2 Division 10](#) of the Act and [section 3.28](#) of the Regulation.

	Yes	No		
Have worker and employer representatives received appropriate training on incident investigation methodology?	<input type="checkbox"/>	<input type="checkbox"/>		
Do committee members understand the purpose of preliminary and full investigation reports, including the statement of sequence of events?	<input type="checkbox"/>	<input type="checkbox"/>		
	Never	Sometimes	Usually	Always
Does the committee ensure that incidents are investigated in accordance with <a href="#">sections 69 to 72</a> of the Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do committee members explain the purpose of preliminary and full investigation reports, including the statement of sequence of events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are incident investigations focused on improving workplace health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do worker representatives actively participate in incident investigations, and is that participation reflected in the investigation reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee receive reports of preliminary investigations in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee receive reports of preliminary corrective actions taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee receive reports of full investigations in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the committee receive reports of corrective actions taken as a result of full investigations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is information from incident investigation reports reviewed by committee members to identify any trends that may be developing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment further on how effectively your committee is participating in incident investigations. Include suggestions on how your committee might better participate in incident investigations.

## Part 4: Committee response to the evaluation

(Refer to [section 3.26 \(4\),\(5\), and \(6\)](#) of the Regulation.)

If the evaluation is not performed by the committee co-chairs, the person who conducts the evaluation must obtain and consider the input of the co-chairs, or designates. Describe how the evaluators consulted the co-chairs (or designates) in the evaluation.

Co-chair signatures:

---

---

Employer's signature:

---

### After the completion of the report, did the committee:

	Yes	No
Ensure the employer received and signed a copy of the evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
Discuss the evaluation at its next meeting?	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the evaluation and a summary of the discussion were included in the report of that meeting (meeting minutes)?	<input type="checkbox"/>	<input type="checkbox"/>

Include any general comments from the committee in response to the evaluation. This may include areas where the worker and employer representatives may have disagreed on the evaluation results.