Introduction to the Joint Health and Safety Committee (JHSC) Module

Office of Environmental Health and Safety 2017



Why Do we need a JHSC Module?

- Many JHSCs at the University
- Make JHSC training records and certification letters readily available to members
- More efficient administration of information (e.g. change in membership) and documentation
- At a glance allows, University to monitor compliance



Access level

- Presentation covers functionality for Co-Chairs only
- Some committees have non-member secretaries which can be given delegate access (i.e. same as Co-Chair)
- JHSC Members can view information in the module and download minutes/inspection/documents on their own rather than have co-chairs email, etc.



Getting Started

- Go to the EHS website: <u>https://ehs.utoronto.ca/</u>
- Click "JHSC"
- Click "My JHSC Member Login" from the dropdown menu
- Click "My JHSC Member Login"



Getting Started

- Enter your UTORID and Password
- Click "Continue" if you see this window







Functions in the JHSC Module

Co-chairs:

- 1. Update JHSC membership information
- 2. Add/Edit/Delete/Download Minutes
- 3. Add/Edit/Delete/Download Inspection Reports
- 4. View own JHSC Certification training information



Functions in the JHSC Module

All Members:

- 1. View JHSC membership information
- 2. Download Minutes
- 3. Download Inspection Reports
- 4. View own JHSC Certification training information



Updating JHSC Membership information

- Add new members
- Delete members
- Change contact information for members



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Things you can do:

- Enter date of meeting
- Upload Draft Minutes
- Upload Final Minutes
- Download Minutes File
- Delete Minutes File (only if an error has been made, e.g. uploaded the wrong file)



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Viewing own JHSC training



Viewing own JHSC training records

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- Usually happens when system has timed out
- Ignore email address provided – does not work
- If you have issues, contact <u>ehs.office@utoronto.</u>





Summary

- For any questions regarding the module, contact your EHS Consultant (listed in your membership)
- If your committee has admin support from a non-member (e.g. a recording secretary that is not an official part of the committee) and they need access to the JHSC module, please contact your EHS Consultant.
- Encourage JHSC members to access the Module
- You can also contact the Office of Environmental Health and Safety if you have any questions:
 - ehs.office@utoronto.ca
 - 416.978.4467

