

Good day JHSC Members,

Thank you for your continued effort throughout the current emergency situation. We really appreciate all the hard work the JHSCs have been putting in to ensure they remain functional. Please read the below carefully.

We would like to take the opportunity to discuss a few items,

1. Listserv for JHSC members

We are pleased to announce that a Listserv has been created for JHSC Members. At your convenience, please sign up for the EHSJHSC Listserv by following the instructions on [this page](#) or follow the instructions below.

1. Please send an email with your UTORONTO.CA email to [listserv@listserv.utoronto.ca](mailto:listserv@listserv.utoronto.ca).
2. In the body of the email please paste: **sub EHSJHSC-I firstname lastname**. Please replace **firstname lastname** with your first and last name. Leave the Subject Blank.



The image shows a screenshot of an email composition interface. On the left, there is a 'Send' button. The 'From' field is populated with 'irn.tang@utoronto.ca'. The 'To' field contains 'listserv@listserv.utoronto.ca;'. The 'Cc' field is empty. The 'Subject' field is empty. Below the fields, the body of the email is shown with the text 'sub EHSJHSC-I Irene Tang'.

2. Updated: Supplemental Inspection Checklist during COVID-19

Updates have been made to the [JHSC Supplemental Workplace Inspection during COVID-19](#). As a reminder, this checklist is intended to provide additional guidance on inspecting workplace environments for potential health and safety hazards during COVID-19. It is not intended to be exhaustive. Committees should regularly review and update their checklist when necessary.

3. JHSC Guest Policy

If a guest wishes to attend a JHSC meeting they may contact both co-chairs one week prior to the meeting to make their request. Co-Chairs are expected to discuss the request collaboratively and advise the guest of their decision including what portion(s) of the meeting the guest may attend and to send agenda items/questions in advance of the meeting.

If you have any questions regarding guest requesting to attend a JHSC meeting, please contact EHS JHSC ([ehs.jhsc@utoronto.ca](mailto:ehs.jhsc@utoronto.ca))

4. For COVID-19 information and resources please visit, [UTogether2020](#), [EHS Covid-19 information](#), and [HR & E](#).

5. JHSC Refresher Training

JHSC Members are required to take EHS coordinated JHSC training in order to ensure appropriate Ministry of Labour recognized training, record keeping and tracking of their

certification. EHS is not involved with reviewing eligibility of courses for JHSC Certification outside of those coordinated by EHS. For more information, please see EHS Website, [JHSC Certification](#).

Additionally, updates were made to [JHSC Certification Training from MLTSD](#) during summer 2020. Please take a moment to review.

6. New USW Email Address

As per USW's collective agreement, all JHSC minutes, inspections and testing reports are required to be forwarded to them. Please forward those items to: [healthandsafety@usw1998.ca](mailto:healthandsafety@usw1998.ca).

7. Appointment of JHSC Members

As a reminder, the union reserves its right to appoint or elect its JHSC worker members in accordance with the Occupational Health and Safety Act. Request for new JHSC worker members shall be forwarded to their respective Union by the co-chair of the committee. If you have any questions about this process, please contact [ehs.jhsc@utoronto.ca](mailto:ehs.jhsc@utoronto.ca), for assistance.

8. JHSC Minutes & Inspection Reports

If you have not uploaded all JHSC minutes/inspections reports to date, please do so immediately. Minutes and inspection reports are to be uploaded to the "[My JHSC Module](#)". A list of [Frequently Asked Questions \(FAQs\)](#) is also available on this webpage, including a "[My JHSC Module Presentation](#)".

If you experience problems with the Module, please contact EHS JHSC ([ehs.jhsc@utoronto.ca](mailto:ehs.jhsc@utoronto.ca)).

9. Health and Safety Boards

Please review your local JHSC/H&S bulletin boards to ensure that postings required by the Ministry of Labour are present. A [list of required postings](#) (and links for download) is available from the EHS website.

Please note: EHS conducts annual audits of safety boards on our campuses. The JHSCs are responsible for posting minutes and applicable reports. Please inform EHS when new boards have been installed.

Please feel free to connect with [Irene Tang](#), JHSC Manager, as always, anytime should you have questions or concerns.

Thank you,  
EHS