



Good Day,

My name is _____ and I work at _____.

I am conducting an inspection on behalf of the _____
Joint Health & Safety Committee (JHSC).

As per the requirements outlined in the Occupational Health and Safety Act our JHSC is required to
conduct inspections of our worksite. We will begin our inspection on _____. We will not
interrupt work / inspect where there are meetings. DATE

If you have any questions about my role or the inspection I am conducting on behalf of the JHSC I can
provide you with the contact details of our

Management Co-Chair _____

Phone: _____ Email: _____

Worker Co-Chair _____

Phone: _____ Email: _____

Name of additional member(s) conducting inspection (if applicable):

Thank you for your time and cooperation,

_____ JHSC