



**Joint Health and Safety Committee**

*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.*

Pre-Inspection		
Item	Comments	
Prior to attending any onsite activities, inspector completes mandatory <a href="#">UCheck</a> health screening prior to arrival on campus		
Inspection team are made aware of the physical distancing (>2m) requirements during inspections or modified to reduce direct contact by: <ul style="list-style-type: none"> <li>- Limiting the number of inspectors</li> <li>- Inspect area during off-peak hours</li> <li>- Consider only one individual entering at a time</li> <li>- Review the space while standing at the threshold of the area if physical distance cannot be maintained</li> </ul> If no, consider delaying inspection until a plan is in place to ensure physical distancing.		
Non-medical mask required for the duration of the inspection as per <a href="#">University Policy</a> .		
Inspection area(s) have been assessed to determine which area(s) are due for inspection.		
Floor plans/schematics for JHSC inspection provided where appropriate.		
Occupants have been notified of the planned inspection.		
Handwashing facilities with soap and water are available through the University. If soap and water are not available, alcohol-based hand sanitizer are available to the inspectors.		
Where pens are needed for noting inspection items, each inspector should use their own. Consider sending notes electronically.		
Inspection		
Item	Status	Comments
<b>Scheduling/Workflow/Task Assessment. Items for Inspectors to look for:</b>		
Tasks modified to reduce direct contact with persons and to follow physical distancing (>2m).	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Physical distancing has been implemented (protective barriers, chairs/tables with signage, etc.).	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Number of drop-ins are limited through the use of scheduling/appointments.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
<b>Physical Environmental/Physical Distancing Strategies Implemented within Inspection Areas:</b>		
Strategies/measures to encourage physical distancing have been implemented including in common areas such as elevators, hallways, stairwells, lobbies, etc.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Remove non-essential high touch items (e.g., magazines, brochures, candy jars, non-fire, or access doors, etc.).	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Common areas taped off, extra furniture removed or reconfigured to follow physical distancing.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Washroom signage posted (maximum occupancy, "Knock and Talk" signage where applicable).	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action	



	<input type="checkbox"/> N/A	
Maximum occupancy posted for common areas such as elevators, kitchens, meeting rooms, etc.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Individual aware of working alone procedures (refer to the <a href="#">Working Alone Guidelines</a> ).	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Access points controlled as required.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
<b>Hand Hygiene/Cleaning &amp; Disinfection/Personal Protective Equipment (PPE)</b>		
Handwashing facilities with soap and water are available. If soap and water are not available, alcohol-based hand sanitizer are provided. Please contact 416-978-6252 if empty.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Disposable paper towel is available for drying hands where feasible.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
High touch surfaces and shared equipment are cleaned and disinfected frequently/between users. Please refer to the <a href="#">Tri-Campus Caretaking Strategy for Return to the University</a> .	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
The use of shared equipment is limited and/or disinfection protocols are in place.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Where required*, non-medical masks are worn per U of T policy. <a href="#">Mask Entry signage</a> is posted.  * <b>Accommodation:</b> This <i>Policy</i> is subject to the duty to accommodate persons in accordance with the <a href="#">Human Rights Code</a> of Ontario.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
<b>Communication</b>		
A copy of the <a href="#">COVID-19 UCheck poster</a> has been posted at the building entrance. In addition to COVID-19 prevention/precautions and COVID-19 assessment posters been posted at entrances to the workplace. These and other COVID-19 related posters are available at: <a href="https://ehs.utoronto.ca/covid-19-information/">https://ehs.utoronto.ca/covid-19-information/</a> .	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
The Safety Plan for General University Operations has been posted in a conspicuous location (e.g., safety bulletin board) at your workplace and if applicable, additional Safety Plans that apply to your workplace (e.g. athletic/fitness facilities, food operations, renting out of meeting and event space to external parties, conference centre activities and performance art spaces). These plans are available on the EHS website: <a href="#">UofT Safety Plans</a> .	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Contractors/externals are made aware to complete the <a href="#">Contractor/External Acknowledgement Form</a> or the <a href="#">Visitor UCheck Form</a> and provided with department-specific procedures regarding COVID-19.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Communication have been communicated to employees/externals including the use of non-medical masks.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	



Staff (e.g., reception/service counters) have been provided with scripts to remind visitors about physical distancing.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
<b>Vehicles</b>		
Physical distancing in place (i.e., only one staff member per vehicle, use seating arrangements that provide the greatest amount of separation between workers, etc.).	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Wipes available for disinfecting high touch surfaces between operators.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Unnecessary belongings/clutter removed and use a garbage bag or wastebasket and regularly dispose of trash to avoid buildup.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
Where possible, arrange for the same driver throughout a shift.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
When using public equipment/surfaces (e.g., pump handle, keypad) be mindful that it may be contaminated. Use contactless or electronic means as much as possible. If feasible, wear gloves and disinfect. If not, wear gloves, do not touch face and wash/sanitize hands after touching public equipment/common surfaces.	<input type="checkbox"/> Completed <input type="checkbox"/> Requires Action <input type="checkbox"/> N/A	
<b>Other Items that may be specific to the unit being inspected:</b>		

EHS Use Only		
Date:	EHS Inspector:	
Building:	Unit/Department:	
Item	Status	Comments
Unit/Department has returned to onsite operations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
A GAT has been submitted and reviewed by EHS.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Items noted in the Supplemental Inspection Checklist during COVID-19 are present and if not, noted above.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	