



FAQs – JOINT HEALTH & SAFETY COMMITTEE (JHSC) WORKPLACE INSPECTION

How are workplace inspection schedules established?

At the beginning of each year EHS contacts each JHSC co-chairs to update/create a workplace inspection schedule for the year, ensuring all areas that falls under the JHSC's jurisdiction are assigned a month to be inspected as required under [OHSA, Section 9 \(26 and 27\)](#).

How often should workplace inspections be conducted?

A planned monthly inspection of the workplace must be carried out. Where it is not practical to inspect the entire workplace monthly, the physical condition of the workplace can be inspected on yearly basis, with at least part of the workplace inspected monthly - [OHSA, Section 9 \(26 and 27\)](#).

Who should conduct the workplace inspection?

Inspections are led by a worker representative and can be accompanied by a management representative. Please note: The committee is not required to designate the same member to perform all inspections or to conduct all aspects of a specific inspection.

What should be done if a hazard is identified during an inspection?

Document the hazard in the [Workplace Inspection Report](#). Forward the Workplace Inspection to the JHSC co-chairs, EHS and applicable personnel for corrective action. If appropriate, address the hazard immediately with occupants or Property Management.

Can I speak to occupants when conducting an inspection?

Yes, when conducting an inspection, it is important to talk to the occupants for their perspectives and feedback as they occupy the space and know their areas best. If the inspecting area has a meeting at that time, activities are taking place, active experiments are in use, etc., make arrangements to inspect at a later date/time.

Who inspects shared spaces?

It depends on the space. For example, CUPE3261 JHSC covers Caretaking, Grounds, Campus Mail, etc. would inspect washrooms, custodian spaces, exterior grounds, etc. Utilities JHSC covers mechanical rooms, utilities closet, etc. For share storage, lunchroom, corridors, stairwells, lobbies etc. the applicable JHSCs sharing the space may already have a plan in place. Otherwise, it is worth for all applicable JHSC to conduct an inspection of the shared space. For assistance with shared space, please contact your JHSC co-chair and/or EHS JHSC (ehs.jhsc@utoronto.ca) for guidance on shared workspaces.



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How can my JHSC receive workplace inspection reports for areas we may use but not inspect such as washrooms or classrooms?

Not all JHSCs want to receive additional workplace inspection reports from other JHSCs in the building. If your committee would like to receive another JHSC's workplace inspection reports (e.g. to know about inspections completed in common spaces), EHS can help facilitate discussions between the co-chairs and can provide the reports accordingly.

What is the process for follow-up after an inspection?

Please review the Process Table.

Who needs to sign the inspection report?

The JHSC worker member who conducted the inspection is required to sign the bottom left column and the appropriate individual is required to sign the bottom right column of the report once items are corrected. A copy of the report should be shared with the JHSC co-chairs and EHS to close the report. If deemed appropriate, email confirmation will be accepted and will be reflected in the report.

Where can JHSC members find resources and templates for workplace inspections?

Resources and templates are available on the University of Toronto's EHS website, under [JHSC Listing and Resources](#).

Where can I find training resources for conducting JHSC workplace inspections?

EHS415 JHSC Workplace Inspection training is available online through [Quercus](#). EHS encourages new and current JHSC members to complete the training. [For JHSC members who submit for reimbursement](#), please continue to obtain approval from the Manager Co-Chair prior to completing the training.