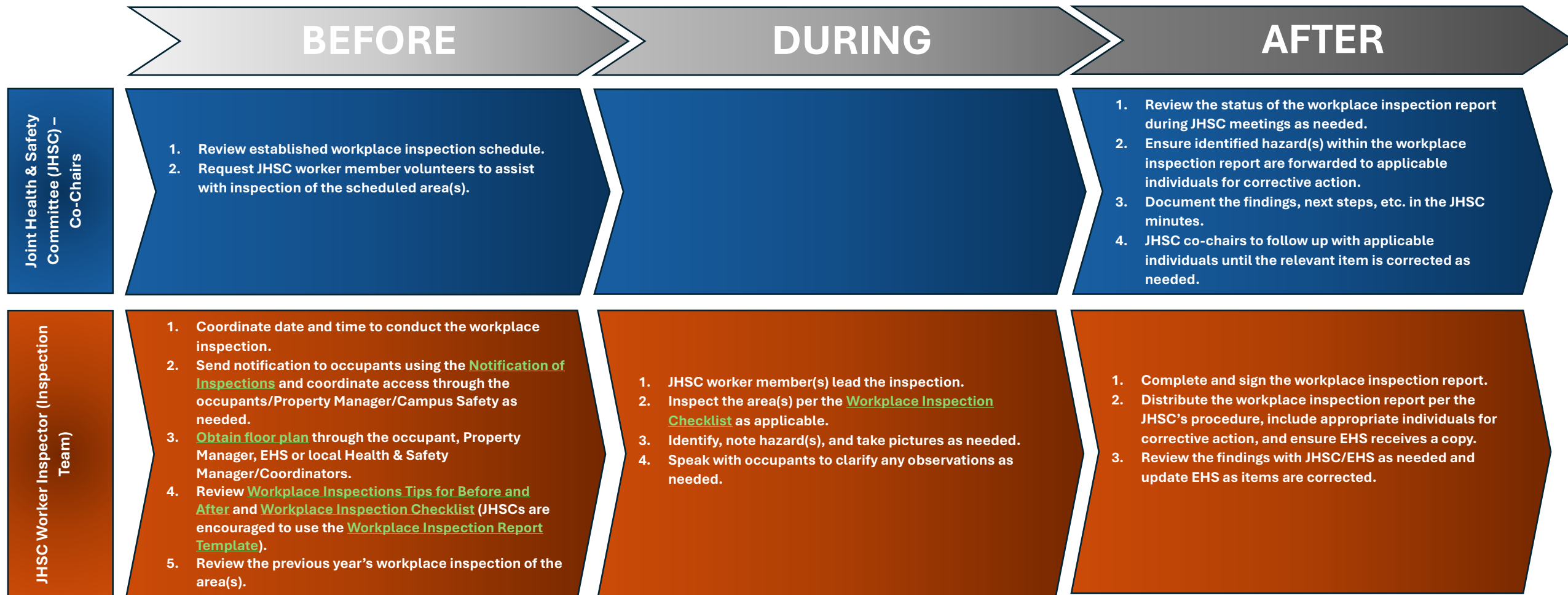




# PROCESS TABLE – JOINT HEALTH & SAFETY COMMITTEE (JHSC) WORKPLACE INSPECTION





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	BEFORE	DURING	AFTER
Property Management / Area Supervisor / Manager / Utilities / Caretaking	<p>Inform occupants of scheduled workplace inspection and provide access as needed.</p>		<ol style="list-style-type: none"> <li>1. Review the workplace inspection report for relevant items and correct as required.</li> <li>2. When required, based on the individual's roles and responsibilities, review the workplace inspection report for relevant items and correct as required.</li> <li>3. Confirm with Inspection Team/JHSC co-chairs/EHS once items are corrected.</li> </ol>
Environmental Health & Safety (EHS)	<ol style="list-style-type: none"> <li>1. Remind JHSCs/Inspection Team to conduct monthly workplace inspection per established inspection schedule.</li> <li>2. When requested:               <ol style="list-style-type: none"> <li>a. Coordinate date/time for the Inspection Team to conduct the inspection.</li> <li>b. Send notification of inspection to occupants and arrange for access.</li> <li>c. Provide floor plan, <a href="#">Workplace Inspection Checklist</a> and/or <a href="#">Workplace Inspection Report Template</a>.</li> <li>d. Review the previous year's workplace inspection report of the area(s).</li> </ol> </li> <li>3. Provide administrative assistance if requested by the Inspection Team.</li> </ol>	<p>When requested:</p> <ol style="list-style-type: none"> <li>1. Attend the workplace inspection with the applicable Inspection Team.</li> <li>2. Assist in identifying hazard(s), take notes/pictures as needed.</li> <li>3. Assist in clarifying questions/concerns during the inspection.</li> </ol>	<p>When requested:</p> <ol style="list-style-type: none"> <li>1. Complete the workplace inspection report and obtain approval from the Inspection Team to ensure its accuracy.</li> <li>2. Distribute the workplace inspection report per JHSC procedure, forward a copy to applicable individuals highlighting a response is required, and upload a copy to the respective JHSC SharePoint.</li> <li>3. EHS to follow up with the applicable individuals to ensure relevant items are corrected.</li> </ol>
Occupants	<p>Make arrangement for access as needed.</p>	<ol style="list-style-type: none"> <li>1. Attend the workplace inspection as needed.</li> <li>2. Provide access to locked spaces as needed.</li> <li>3. Assist in answering/clarifying any questions the Inspection Team may have.</li> </ol>	<ol style="list-style-type: none"> <li>1. Request a copy of the report if not already received.</li> <li>2. If correction action is required in the workplace inspection, forward to applicable individuals for action.</li> <li>3. Confirm with Inspection Team/JHSC co-chairs/EHS once items are corrected.</li> </ol>