



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

	BEFORE	DURING	AFTER
Joint Health & Safety Committee (JHSC) – Co-Chairs	<ol style="list-style-type: none"> <li>Review established workplace inspection schedule.</li> <li>Request JHSC worker member volunteers to assist with inspection of the scheduled area(s).</li> </ol>		<ol style="list-style-type: none"> <li>Review the status of the workplace inspection report during JHSC meetings as needed.</li> <li>Ensure identified hazard(s) within the workplace inspection report are forwarded to applicable individuals for corrective action.</li> <li>Document the findings, next steps, etc. in the JHSC minutes.</li> <li>JHSC co-chairs to follow up with applicable individuals until the relevant item is corrected as needed.</li> </ol>
JHSC Worker Inspector (Inspection Team)	<ol style="list-style-type: none"> <li>Coordinate date and time to conduct the workplace inspection.</li> <li>Send notification to occupants using the <a href="#">Notification of Inspections</a> and coordinate access through the occupants/Property Manager/Campus Safety as needed.</li> <li><a href="#">Obtain floor plan</a> through the occupant, Property Manager, EHS or local Health &amp; Safety Manager/Coordinators.</li> <li>Review <a href="#">Workplace Inspections Tips for Before and After</a> and <a href="#">Workplace Inspection Checklist</a> (JHSCs are encouraged to use the <a href="#">Workplace Inspection Report Template</a>).</li> <li>Review the previous year's workplace inspection of the area(s).</li> </ol>	<ol style="list-style-type: none"> <li>JHSC worker member(s) lead the inspection.</li> <li>Inspect the area(s) per the <a href="#">Workplace Inspection Checklist</a> as applicable.</li> <li>Identify, note hazard(s), and take pictures as needed.</li> <li>Speak with occupants to clarify any observations as needed.</li> </ol>	<ol style="list-style-type: none"> <li>Complete and sign the workplace inspection report.</li> <li>Distribute the workplace inspection report per the JHSC's procedure, include appropriate individuals for corrective action, and ensure EHS receives a copy.</li> <li>Review the findings with JHSC/EHS as needed and update EHS as items are corrected.</li> </ol>
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>Review the workplace inspection report for relevant items and correct as required.</li> <li>When required, based on the individual's roles and responsibilities, review the workplace inspection report for relevant items and correct as required.</li> <li>Confirm with Inspection Team/JHSC co-chairs/EHS once items are corrected.</li> </ol>



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