3. Confirm with Inspection Team/JHSC co-chairs/EHS once

items are corrected.

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

DURING AFTER BEFORE Review the status of the workplace inspection report Joint Health & Safety Committee (JHSC) – Co-Chairs during JHSC meetings as needed. Ensure identified hazard(s) within the workplace 1. Review established workplace inspection schedule. inspection report are forwarded to applicable individuals 2. Request JHSC worker member volunteers to assist with for corrective action. Document the findings, next steps, etc. in the JHSC JHSC co-chairs to follow up with applicable individuals until the relevant item is corrected as needed. 2. Send notification to occupants using the Notification of 2. Inspect the area(s) per the Workplace Inspection Checklist <u>Inspections</u> and coordinate access through the procedure, include appropriate individuals for corrective Obtain floor plan through the occupant, Property Manager, Review the findings with JHSC/EHS as needed and update Review Workplace Inspections Tips for Before and After and Workplace Inspection Checklist (JHSCs are encouraged to use the Workplace Inspection Report Template). 1. Review the workplace inspection report for relevant items and correct as required. 2. When required, based on the individual's roles and Inform occupants of scheduled workplace inspection and provide responsibilities, review the workplace inspection report for access as needed. relevant items and correct as required.



Environmental Health & Safety

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

	BEFORE	DURING	AFTER
Environmental Health & Safety (EHS)	 Remind JHSCs/Inspection Team to conduct monthly workplace inspection per established inspection schedule. When requested: Coordinate date/time for the Inspection Team to conduct the inspection. Send notification of inspection to occupants and arrange for access. Provide floor plan, Workplace Inspection Checklist and/or Workplace Inspection Report Template. Review the previous year's workplace inspection report of the area(s). Provide administrative assistance if requested by the Inspection Team. 	 When requested: Attend the workplace inspection with the applicable Inspection Team. Assist in identifying hazard(s), take notes/pictures as needed. Assist in clarifying questions/concerns during the inspection. 	 When requested: Complete the workplace inspection report and obtain approval from the Inspection Team to ensure its accuracy. Distribute the workplace inspection report per JHSC procedure, forward a copy to appliable individuals highlighting a response is required, and upload a copy to the respective JHSC SharePoint. EHS to follow up with the appliable individuals to ensure relevant items are corrected.
Occupants	Make arrangement for access as needed.	 Attend the workplace inspection as needed. Provide access to locked spaces as needed. Assist in answering/clarifying any questions the Inspection Team may have. 	 Request a copy of the report if not already received. If correction action is required in the workplace inspection, forward to applicable individuals for action. Confirm with Inspection Team/JHSC co-chairs/EHS once items are corrected.