



(Photo by David Lee)

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New Item

Process Table & FAQs - JHSC Workplace Inspection

To better serve our JHSCs across the University, EHS has recently created a [Process Table](#) regarding JHSC workplace inspection. This document provides context on the various stakeholders' roles and responsibilities before, during, and after a workplace inspection. In addition, we have created a [FAQs](#) for JHSC workplace inspections to further assist the committees across the University. Both documents have been uploaded to EHS website under "[JHSC Listing & Resources](#)" and "[JHSC FAQs](#)" respectively. Please contact [EHS](#) or [Ethan Lo](#), JHSC Manager, directly should you have further questions.

Heat Stress

When working in hot environments (e.g. outdoors in the summer, areas where mechanical equipment/steam lines generate heat), heat can put stress on your body's cooling system. For more information on working in hot environments, please refer to: [Summer is here! Stay Cool and Prevent Heat Stress](#) and [Guidelines on Heat Stress - Working in Hot Environments](#). If you have a temperature concern in a lab or office (thermal discomfort - too hot or too cold), which is especially common when seasons change and may vary with personal preferences or other conditions, kindly refer to the F&S article on this topic: [What to do when you are too hot or too](#).

Reminders

COVID-19 and other Respiratory Illness Resources

[UTogether](#) is a one-stop hub of information on how the University is responding to the pandemic. For all the latest information please check the [UTogether](#), and [Safe Environment](#) websites. The University of Toronto continually updates our frequently asked questions related to COVID-19 and our community.

The University of Toronto is committed first and foremost to the health and safety of our entire community. To achieve this, the University has developed F&S Strategies: Regular Caretaking Service Levels Strategy and COVID-19 heating, ventilation and air conditioning (HVAC) strategy. If additional information on ventilation is required, please contact EHS JHSC with the request. Please note that such requests may require weeks to complete depending on the size and complexity of the ventilation system. In the interim, locations can be assessed on a case-by-case basis.

Legionella and Ventilation Testing

We encourage interested JHSCs to regularly check the [Water Testing Schedule](#) for the most up-to-date information on legionella testing in their building and to contact [EHS](#) if a JHSC worker member is interested in attending the beginning of legionella and/or ventilation testing. You can find it on our website [here](#). For more information regarding legionella, you can visit our [Legionella FAQs page](#).

Reporting Health And Safety Concerns

If you have any health and safety concerns, please report them to your supervisor. Supervisors have responsibilities for health and safety in the workplace, and workers are responsible for reporting hazards to their supervisors. EHS has an [Online Accident/Incident eForm](#) that should be **completed and submitted** by the worker's supervisor in the event of an incident or injury. Additionally, [EHS](#) is also available to provide support by conducting assessments to identify workplace hazards and providing recommendations to address concerns. JHSC members who are approached by workers about health and safety concerns should also encourage workers to report their concerns to their supervisors and/or [EHS](#) directly.

Reporting Indoor Air Quality (IAQ) Concerns

As always, report any health and safety concerns to your supervisor. [EHS](#) can also be contacted to assess individual situations for any IAQ related questions or concerns. For more information regarding IAQ, you can visit the [IAQ page](#).

[Environmental Health & Safety](#) website contains a lot of information and resources:

- [Monthly JHSC Newsletter](#)
- [Health & Safety \(H&S\) Board](#), [their locations](#), [required posting](#) and links for download. Please inform EHS when a board is installed/relocated as EHS conducts annual updates and audits.
- [Health & Safety Policy](#) and Policy with Respect to [Workplace Harassment](#) and [Workplace Violence](#) which JHSCs are encouraged to regularly review.
- [JHSC coverage per building](#). Please note, updates are regularly made as units move, occupy new space, etc.
- AED Locations are listed on the [U of T Map](#). For more information regarding AEDs, First Aid and First Aid Training, please see [First Aid Training Page](#).
- [CUPE3902 Reimbursement Forms](#) for JHSC-related activities. Once approved by the manager co-chair of your JHSC, please forward a copy to [EHS JHSC](#) and HSO@cupe3902.org.

EHS JHSC SharePoint

JHSC members can view/download minutes, inspections, etc. via [SharePoint](#) and will receive an email when minutes/inspections are uploaded. All members can also access the notices, reports, etc. via the JHSC SharePoint site. Please [click here](#) for a tutorial on how to use the new EHS JHSC SharePoint. JHSCs are reminded to regularly send relevant documents to [EHS](#) for upload.

Workplace Inspections

JHSCs are required to conduct workplace inspections each month so that the entire workplace is inspected by the end of the year. EHS offers various resources such as: online training (EHS415 JHSC Workplace Inspection), [Workplace Inspection Report Template](#), and [Workplace Inspections Tips for Before and After](#) - full listing and resources are available through the EHS site under "[JHSC Listing & Resources](#)".

It is the area supervisor's responsibility to correct any items noted in the workplace inspection report by completing the right side of the table and submitting a completed copy to [EHS JHSC](#). For re-occurring hazards, please include projected timeline for corrective action in the applicable section.

Please review the [Process Table](#) and [FAQs](#) regarding workplace inspections.



Safety Training

The University offers numerous training courses for its workers, specific to their workplace context ([Administration/Facilities](#), [Lab Environments](#), [JHSC Training](#), etc.) and regularly updates the training courses on an ongoing basis. We encourage the JHSCs to review our training offerings relevant to their specific work and welcome the JHSCs to provide us with any feedback regarding training content. If you have any questions regarding relevant training required for your specific work, please speak with your supervisor. If you have any questions regarding EHS-offered training courses and related University-developed training content, please contact [EHS](#).

Type 3 Asbestos Abatement Information

Type 3 asbestos abatement air sampling results are available on the Asbestos Date website. For more information, please see [Type 3 Asbestos Abatement Information](#).

F&S Service Alerts

To receive Facilities & Services (F&S) alerts for building related-services (e.g. service outages, shutdowns, Type 2 and 3 asbestos work), please subscribe to [F&S Alerts](#).

Eyewash Inspection

It is the responsibility of the lab to conduct regular eyewash flushing and documentation. For more information, please see University of Toronto [Safety Eyewash and Shower Standard](#).

Interested in joining a JHSC?

Please contact [your JHSC](#) for any vacancies. As a reminder, in accordance with the Occupational Health and Safety Act, worker members are appointed by their respective union. For more information, please see [JHSC FAQs](#). Alternatively, you can contact [EHS](#) or your union directly

