

Thank you for volunteering to be on the JHSC and congratulations on accepting the role of JHSC co-chair. Each JHSC is required to have two co-chairs, one representing the workers and the other management members on the committee. These positions work together collaboratively to ensure the committee is operating effectively. In this position, responsibilities include:

- Preparing the agenda,
- Providing agenda, minutes, etc. to the JHSC ahead of the meetings,
- Scheduling and chairing the meetings,
- Review, sign, posting and distributing relevant materials (i.e., minutes, inspection reports, hygiene testing, etc.)
- Informing EHS JHSC of membership changes, forwarding inspection reports, etc.
- For specific employee groups (CUPE3902 Units 1, 3, 6, 7 and USW 1998 Casuals), Manager co-chair approving the JHSC Reimbursement Form following [applicable guidelines](#)
- Other JHSC-related tasks as applicable and appropriate

Please note, each JHSCs may function differently – it is important for the co-chairs and the JHSC to discuss, plan and organize JHSC tasks and duties. EHS offers resources such as templates for the [Word agenda/Word minutes/inspection report](#), [workplace inspection checklist](#) and [JHSC training](#). If you have any questions, please contact [ehs.jhsc@utoronto.ca](mailto:ehs.jhsc@utoronto.ca).

Thank you,  
EHS JHSC