



Appendix A: Reimbursable JHSC activities

Activities	Allotted Time
JHSC Meeting <ul style="list-style-type: none"> Quarterly meetings (every three months) Ad hoc meetings as scheduled by the JHSC 	As required for the duration of the meeting
Meeting Preparation required for JHSC meeting activities/tasks <ul style="list-style-type: none"> Selecting meeting date Accepting meeting invitation Downloading meeting materials Reviewing minutes 	One Hour
JHSC Workplace Inspection	As required for the duration of the workplace inspection
JHSC Workplace Inspection Preparation & Reporting <ul style="list-style-type: none"> Reviewing space(s) for inspection Coordinating access Reviewing previous inspection report Completing inspection report 	One Hour
JHSC Certification (Part 1, Part 2, and Refresher) <ul style="list-style-type: none"> Selecting training date, reviewing emails prior to the certification, download course content, etc. for the purpose of JHSC Certification is not reimbursable as it falls within the requirement as part of completion of the certification Breaks and lunch are unpaid 	As legislated as 6.5 hours each day
EHS401 JHSC Orientation & Quiz	One hour
EHS415 JHSC Workplace Inspection & Quiz	One hour
Other applicable EHS training course as it relates to the JHSC's duties	As required pending pre-approval from manager co-chair and EHS
Other applicable meetings as requested by EHS <ul style="list-style-type: none"> MLITSD Visits Critical Investigation Work Refusals 	As required
Attend the beginning of hygiene testing	As required
<p>Activities that are not scheduled/required/requested/sanctioned by your JHSC (i.e., union health and safety meetings) is not a JHSC requirement and thus not reimbursable.</p> <p>Online incident/accident eForm: In the event of an employee or student incident, the workplace or academic supervisor is required to complete/submit the eForm and implement corrective actions. Employees may also complete/submit the eForm if their supervisor is not available (the supervisor will receive a copy of the eForm and is required to confirm the information).</p>	



Therefore, submission of eForms and follow up is not a routine responsibility/role of a JHSC member. JHSC members who receives concerns, should inform employees to report their concerns to their supervisor as a first step and who can then submit an eForm as needed. For more information, please refer to: [Reimbursable JHSC Activities](#). Activities not on this list must be approved by the manager co-chair of the JHSC per the reimbursement process.

Appendix B: Appointment Guidelines Examples

JHSC member appointments are jurisdictional based. For example:

- A Sessional Lecturer (CUPE3902, Unit 3) cross-appointed to the Department of Anthropology, Faculty of Arts and Science (FAS) and University of Toronto, Mississauga campus (UTM) can be appointed to both FAS South and UTM JHSC given there is a vacancy, and they work within that jurisdiction (i.e., they work in the unit that JHSC represents).
- A TA (CUPE3902, Unit 1) providing support for the Department of Political Science at University of Toronto, Scarborough Campus (UTSC), and FAS can be appointed to both UTSC, and FAS Sidney Smith JHSC given there is a vacancy, and they work within that jurisdiction (i.e., they work in the unit that JHSC represents).
- A Sessional Lecturer (CUPE3902, Unit 3) for Human Biology, FAS, located in Wetmore Hall can be appointed to FAS South only as another JHSC covers Residence and its operations.
- A USW 1998 Casual conducting work at the Faculty of Social Work can be appointed to the Faculty of Social Work JHSC given there is vacancy, and they work within that jurisdiction (i.e., they work in the unit that JHSC represents).