

Introduction to the Joint Health and Safety Committee (JHSC) Module

Office of Environmental Health and Safety
2017



Why Do we need a JHSC Module?

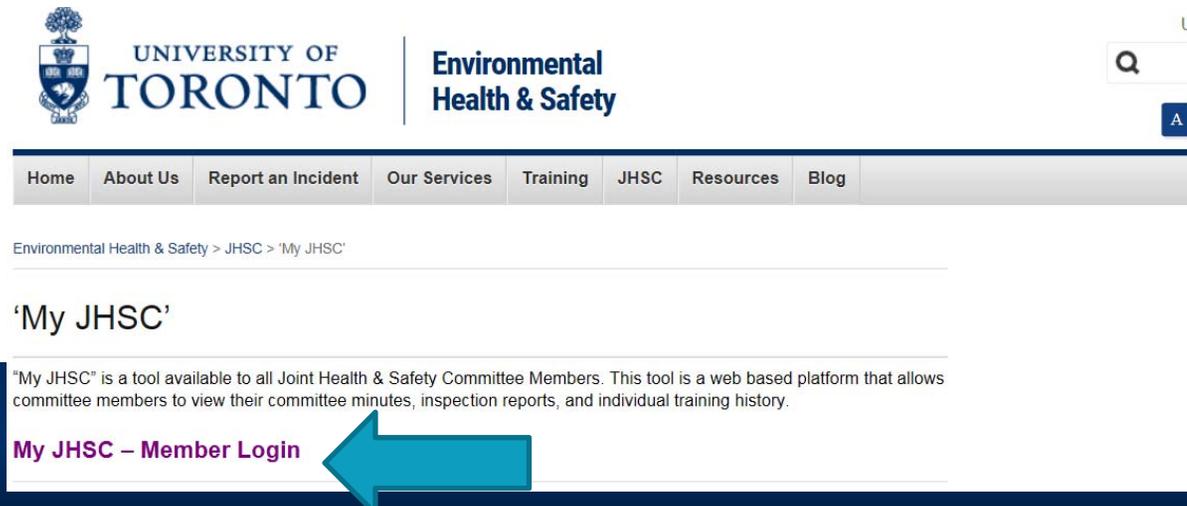
- Many JHSCs at the University
- Make JHSC training records and certification letters readily available to members
- More efficient administration of information (e.g. change in membership) and documentation
- At a glance allows, University to monitor compliance

Access level

- Presentation covers functionality for Co-Chairs only
- Some committees have non-member secretaries which can be given delegate access (i.e. same as Co-Chair)
- JHSC Members can view information in the module and download minutes/inspection/documents on their own rather than have co-chairs email, etc.

Getting Started

- Go to the EHS website:
<https://ehs.utoronto.ca/>
- Click “JHSC”
- Click “My JHSC Member Login” from the dropdown menu
- Click “My JHSC – Member Login”



The screenshot shows the University of Toronto Environmental Health & Safety website. The header includes the University of Toronto logo and the text 'Environmental Health & Safety'. A navigation menu contains links for Home, About Us, Report an Incident, Our Services, Training, JHSC, Resources, and Blog. Below the menu, the breadcrumb trail reads 'Environmental Health & Safety > JHSC > My JHSC'. The main content area is titled 'My JHSC' and contains a paragraph: '"My JHSC" is a tool available to all Joint Health & Safety Committee Members. This tool is a web based platform that allows committee members to view their committee minutes, inspection reports, and individual training history.' Below this paragraph is a link labeled 'My JHSC – Member Login', which is highlighted with a blue arrow pointing to it. In the bottom right corner of the page, there is a dark blue box with the text 'Page # Goes Here'.

Getting Started

- Enter your UTORID and Password
- Click “Continue” if you see this window



Opening Screen

Logout button.
Remember to close out the
browser when done.

Members Tab – information on
committee membership

Listing of all committees at
the University. However, only
members of a committee can
see that committee's
information

Courses taken towards Part II
certification. Each member
will see their own training
record but not other people's.

UTOR Id	First Name	Last Name	Co-chair	Type
shekyang	Yang-Ting	Shek	Yes	Management
groppsus	Susan	Gropp	Yes	Worker
whitema8	Matthew	White		Worker
hindsgeo	Geoff	Shirtliff-Hinds		Management
fernmacd	Susan	Fern-MacDougall		Worker

Course Number	Description	Training Date	Provider	Course Type	Comments
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Functions in the JHSC Module

Co-chairs:

1. Update JHSC membership information
2. Add/Edit/Delete/Download Minutes
3. Add/Edit/Delete/Download Inspection Reports
4. View own JHSC Certification training information

Functions in the JHSC Module

All Members:

1. View JHSC membership information
2. Download Minutes
3. Download Inspection Reports
4. View own JHSC Certification training information

Updating JHSC Membership information

- Add new members
- Delete members
- Change contact information for members

Add New JHSC Member

The screenshot shows the '1-Test Committee' page in Internet Explorer. A callout box with the text 'Click the Add button here' points to the 'Add' button in the 'Member Documents' section. The page includes a sidebar with a list of locations, a main table of members, and a 'Member Training' section below.

Member Documents Table:

UTOR Id	First Name	Last Name	Co-chair	Type	Certification Status	Union/Employee Group	Phone Number	Email Address	Part
shekyang	Yang-Ting	Shek	Yes	Management		Guest	416-946-0065	yangting.shek@utoronto.ca	
groppsus	Susan	Gropp	Yes	Worker		USW 1998	(416)946-0069	susan.gropp@utoronto.ca	
whitema8	Matthew	White		Worker		USW 1998		matte.white@utoronto.ca	
hindsgeo	Geoff	Shirtliff-Hinds		Management		Non-Union Admin - Management	416-978-4335	geoff.shirtliff.hinds@utoronto.ca	
fernmacd	Susan	Fern-MacDougall		Worker	Fully	Carpenters 27	416-978-5943	susan.fernmacdougall@utoronto...	18-Ju

Member Training Table:

Course Number	Description	Training Date	Provider	Course Type	Comments
Yang-Ting Shek					

Add New JHSC Member

New window allows you to search for that person

Double click that name to select. OR, you can highlight it by clicking once and then click "Select" at the top.

Type in at least two letters of that person's last name. For example, I am adding "Clare Orchard" to my committee. I typed in "or" and than clicked search

UTOR Id	First Name	Last Name	Office Phone	Email	Certification Status
	Raymond	Or	(416)287-5624	rayor@utsc.utoronto.ca	
orchardc	Clare	Orchard	(416)978-5920	clare.orchard@utoronto.ca	
orchardi	Ian	Orchard	(905)569-4327	ian.orchard@utoronto.ca	
orientev	Vito	Oriente			
	Marija	Orlic-Milacic	(416)535-8501	marija_orlic@camh.net	
	Yulia	Orlova		yulia.orlova@utoronto.ca	
	Agata	Orlowicz			
orsarah	Sarah K	Orr			
orsatit	Terry	Orsatti	() -	terry.orsatti@utoronto.ca	
orserbev	Beverley	Orser	(416)978-0574	beverley.orser@utoronto.ca	

Downloading picture <https://elmer.ehs.utoronto.ca/jhsc/js/ext/resources/images/default/form/search-trigger.gif...>

Internet | Protected Mode: On

100%

3:14 PM
8/3/2012

Add New JHSC Member

The screenshot shows a web browser window displaying the 'Joint Health and Safety Committees' management interface. The main content area is titled '1-Test Committee' and contains a table of members. A modal dialog box titled 'Adding New Committee Member' is open, allowing the user to add a new member. The dialog box has the following fields:

- Select a UTOR Id (required): orchardc
- First/Last Name: Clare Orchard
- Union/Employee Group: (dropdown menu with magnifying glass icon)
- Phone: (416)978-5920
- Email Address: clare.orchard@utoronto.ca
- Member Type: Worker
- Co-chair: No

Buttons for 'Save' and 'Cancel' are at the bottom of the dialog. A 'Member Training' table is visible below the dialog.

Annotations:

- Automatically populates field. You only need to select the "Union/Employee Group" and select co-chair status (default is "no").** (Points to the UTOR Id field)
- For "Union/Employee Group" click the magnifying glass button to see a dropdown list to select from.** (Points to the magnifying glass icon on the Union/Employee Group field)
- Click "Save" when done** (Points to the Save button)

Goes Here

Add New JHSC Member

The screenshot shows a web browser window displaying the JHSC (Joint Health and Safety Committees) application. The main content area is titled "1-Test Committee" and contains a "Members" tab. Below this tab is a table of committee members. A blue callout box with the text "Person added to the committee" points to the row for "orchardc".

UTOR id	First Name	Last Name	Co-chair	Type	Certification Status	Union/Employee Group	Phone Number	Email Address
shekyang	Yang-Ting	Shek	Yes	Management		Guest	416-946-0065	yangting.shek@utoronto.ca
groppsus	Susan	Gropp	Yes	Worker		USW 1998	(416)946-0069	susan.gropp@utoronto.ca
orchardc	Clare	Orchard					416)978-5920	clare.orchard@utoronto.ca
whitema8	Matthew	White						matte.white@utoronto.ca
hindsgeo	Geoff	Shirtliff-Hinds					416-978-4335	geoff.shirtliff.hinds@utoronto.ca
fernmacd	Susan	Fern-MacDougall					416-978-5943	susan.fernmacdougall@utoronto.ca

Below the members table is a "Member Training" section for "Yang-Ting Shek", which contains a table with columns for Course Number, Description, Training Date, Provider, Course Type, and Comments.

Delete JHSC Member

Joint Health and Safety Committees - Windows Internet Explorer

https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=24732

File Edit View Favorites Tools Help

weblogin - University of T... Joint Health and Safety ...

shekyang Logout Menu

Committees

Export Refresh

Committee Name	Locations
1-Test Committee	test
215 Huron Street	215 Huron St;
500 University Avenue	
89 Chestnut Residence	
Admissions and Awards	
Aerospace Studies, Institute for	
Applied Science & Engineering, Faculty of	
Architecture, Landscape & Design, Faculty of	
Arts and Science - Sidney Smith Hall	
Arts and Science North	
Arts and Science South	
Borden Buildings	
CCBR	
Canadian Union of Public Employees (CUPE 3261)	
Cell and Systems Biology (Ramsay Wright)	
Central Library (CUPE 1230)	
Chemical Engineering	
Chemistry, Dept. of	
Civil Engineering	
Continuing Studies, School of	
DUA, Division of University Advancement	
Dentistry, Faculty of	
EEB (Wilcox Street)	
Early Childhood Learning Centre	

1-Test Committee

Members Meetings Inspections

Member Documents

Add Edit Delete

UTOR Id	First Name	Last Name	Co-chair	Status	Phone Number	Email Address
shekyang	Yang-Ting	Shek	Yes	Management	Guest	416-946-0065 yangting.shek@utoronto.ca
groppsus	Susan	Gropp	Yes	Worker	USW 1998	(416)946-0069 susan.gropp@utoronto.ca
orchardc	Clare	Orchard		Worker	USW 1998	(416)978-5920 clare.orchard@utoronto.ca
whitema8	Matthew	White		Worker	USW 1998	matte.white@utoronto.ca
hindsgeo	Geoff	Shirliff-Hinds		Management	Non-Union Admin - Management	416-978-4335 geoff.shirliff.hinds@utoronto.ca
fernmacd	Susan	Fern-MacDougall		Worker	Fully Carpenters 27	416-978-5943 susan.fernmacdougall@utoronto.ca

Highlight (click once) the person you wish to delete

Then click the "delete" button.

Window will pop up asking you if "you are sure" you want to delete. Click "yes."

Member Training

Yang-Ting Shek

Export Refresh

Course Number	Description	Training Date	Provider	Course Type	Comments
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Done

Internet | Protected Mode: On

Desktop 3:28 PM 8/3/2012

Edit JHSC Member Information

Joint Health and Safety Committees - Windows Internet Explorer

https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=24732

File Edit View Favorites Tools Help

weblogin - University of T... Joint Health and Safety ...

shekyang Logout Menu

Committees

Export Refresh

Committee Name Locations

Committee Name	Locations
1-Test Committee	test
215 Huron Street	215 Huron St.;
500 University Avenue	
89 Chestnut Residence	
Admissions and Awards	
Aerospace Studies, Institute for	
Applied Science & Engineering, Faculty of	
Architecture, Landscape & Design, Faculty of	
Arts and Science - Sidney Smith Hall	
Arts and Science North	
Arts and Science South	
Borden Buildings	
CCBR	
Canadian Union of Public Employees (CUPE 3261)	
Cell and Systems Biology (Ramsay Wright)	
Central Library (CUPE 1230)	
Chemical Engineering	
Chemistry, Dept. of	
Civil Engineering	
Continuing Studies, School of	
DUA, Division of University Advancement	
Dentistry, Faculty of	
EEB (Wilcox Street)	
Early Childhood Learning Centre	

1-Test Committee

Members Meetings Inspections Reports

Member Documents

Add Edit Delete

UTOR Id	First Name	Last Name	Co-chair	Type	Certification Status	Union/Employee Group	Phone Number	Email Address
shekyang	Yang-Ting	Shek	Yes	Management		Guest	416-946-0065	yangting.shek@utoronto.c
groppsus	Susan	Gropp	Yes	Worker		USW 1998	(416)946-0069	susan.gropp@utoronto.ca
orchardc	Clare	Orchard		Worker		USW 1998	(416)978-5920	clare.orchard@utoronto.ca
whitema8	Matthew	White		Worker		USW 1998		matte.white@utoronto.ca
hindsgeo	Geoff	Shirliff-Hinds		Management		Non-Union Admin - Management	416-978-4335	geoff.shirliff.hinds@utoro
fernmacd	Susan	Fern-MacDougall		Worker	Fully	Carpenters 27	416-978-5943	susan.fernmacdougall@ut

“Edit” button.

Highlight (click once) then click delete OR double click

Member Training

Yang-Ting Shek

Export Refresh

Course Number	Description	Training Date	Provider	Course Type	Comments
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Done

Internet | Protected Mode: On

Desktop 3:28 PM 8/3/2012

Edit JHSC Member information

Joint Health and Safety Committees - Windows Internet Explorer

https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=67279

File Edit View Favorites Tools Help

Committees

1-Test Committee

Members

Member Documents

UTOR Id	First Name	Last Name	Co-chair	Type	Certification Status	Union/Employee Group	Phone Number	Email Address	Part
shekyang	Yang-T						416-946-0065	yangting.shek@utoronto.ca	
gropssus	Susan						(416)946-0069	susan.gropp@utoronto.ca	
whitema8	Mat							matte.white@utoronto.ca	
hindsgeo	Geo						416-978-4335	geoff.shirtliff.hinds@utoronto.ca	
fernmacd	Sus						416-978-5943	susan.fernmacdougall@utoronto...	18-Ju

Update fields in this window as required.

1-Test Committee

Select a UTOR Id (required) orchardc

First/Last Name Clare Orchard

Union/Employee Group

Phone (416)978-5920

Email Address clare.orchard@utoronto.ca

Member Type Worker

Co-chair No

Save Cancel

Click "Save" when done

Member Training

Course Number	Description	Training Date	Provider	Course Type	Comments
Yang-Ting Shek					

Download picture https://elmer.ehs.utoronto.ca/jhsc/js/ext/resources/images/default/form/search-trigger.gif...

Internet | Protected Mode: On

3:18 PM 8/3/2012

Minutes Tab

Things you can do:

- Enter date of meeting
- Upload Draft Minutes
- Upload Final Minutes
- Download Minutes File
- Delete Minutes File (only if an error has been made, e.g. uploaded the wrong file)

Minutes Tab

Click "Meetings" tab

The screenshot displays a web application for Joint Health and Safety Committees. The main content area is titled "1-Test Committee" and features a navigation bar with tabs for "Members", "Meetings", "Inspections", and "Reports". The "Meetings" tab is currently selected. Below the navigation bar, there is a section for "Member Documents" and a table listing committee members. The table has columns for UTOR Id, First Name, Last Name, Co-chair status, Type, Certification Status, Union/Employee Group, Phone Number, and Email Address. Below the member list, there is a section for "Member Training" with a table for training records. The left sidebar shows a list of various committees and their locations. The browser window title is "Joint Health and Safety Committees - Windows Internet Explorer" and the URL is "https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=67708". The system tray at the bottom shows the date and time as 10:38 AM on 8/7/2012.

UTOR Id	First Name	Last Name	Co-chair	Type	Certification Status	Union/Employee Group	Phone Number	Email Address
shekyang	Yang-Ting	Shek	Yes	Management		Guest	416-946-0065	yangting.shek@utoronto.ca
groppsus	Susan	Gropp	Yes	Worker		USW 1998	(416)946-0069	susan.gropp@utoronto.ca
orchardc	Clare	Orchard		Worker		USW 1998	(416)978-5920	clare.orchard@utoronto.ca
whitema8	Matthew	White		Worker		USW 1998		matte.white@utoronto.ca
hindsgeo	Geoff	Shirtliff-Hinds		Management		Non-Union Admin - Management	416-978-4335	geoff.shirtliff.hinds@utoronto.ca
fernmacd	Susan	Fern-MacDougall		Worker	Fully	Carpenters 27	416-978-5943	susan.fernmacdougall@utoronto.ca

Add Minutes

Buttons Across the top
“Add”
“Edit”
“Download Minutes”
“Delete Minutes”

215 Huron Street

Meeting Documents

Meetings Add Edit Delete Download Minutes Delete Minutes Export Refresh

Meeting Date	Minutes Filename	Document Type	Minutes Status	Comments
15-Feb-2012	Minutes_2012_15_Feb.pdf	pdf	Final	
16-May-2012	Minutes_2012_16_May.pdf	pdf	Final	
15-Aug-2012	Minutes_2012_15_Aug.pdf	pdf	Final	

Committee Name Locations

215 Huron Street 215 Huron St.

500 University Avenue
89 Chestnut Residence
Admissions and Awards
Aerospace Studies, Institute for
Applied Science & Engineering, Faculty of
Architecture, Landscape & Design, Faculty of
Arts and Science - Sidney Smith Hall sid smith
Arts and Science North
Arts and Science South
Borden Buildings
CCBR
Canadian Union of Public Employees (CUPE 3261)
Cell and Systems Biology (Ramsay Wright)
Central Library (CUPE 1230)
Chemical Engineering
Chemistry, Dept. of
Civil Engineering
Continuing Studies, School of
DUA, Division of University Advancement
Dentistry, Faculty of
EEB (Wilcox Street)
Early Childhood Learning Centre
Electrical and Computer Engineering

Add Minutes

The screenshot shows a web browser window titled "Joint Health and Safety Committees - Windows Internet Explorer". The address bar shows the URL "https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=14695". The page content includes a navigation menu with "Members", "Meetings", and "Inspections". A table lists meeting entries with columns for "Meeting Date", "Minutes Filename", and "Docu...". An "Adding New Meeting" dialog box is open, showing fields for "Meeting Date" (07-Aug-2012), "Minutes File" (with a "Browse..." button), "Status Of Minutes" (a dropdown menu with options "Not Yet Available", "Draft", and "Final"), and "Comments" (a text area). The dialog has "Save" and "Cancel" buttons at the bottom.

Select file on your computer for upload

Enter Meeting Date

Select one of these 3 options

Comments (optional)

Click "Save" when done

Meeting Date	Minutes Filename	Docu...	
10-Jul-2012	Test of meeting minutes.do...	pdf	Draft
24-Jul-2012	JHSC Inspection test.docx...	pdf	Final
15-Feb-2012	Minutes_2012_15_Feb.pdf	pdf	Final
04-Jun-2012			Not Yet Available
-Aug-2012	JHSC inspection test.docx...	pdf	Final

Adding New Meeting

Meeting Date: 07-Aug-2012

Minutes File: [Browse...]

Status Of Minutes: Not Yet Available

Comments: [Text Area]

Save Cancel

This window allows you to:

- 1) Document when meeting occurred ("Meeting date") even if the minutes are not ready yet.
- 2) Upload any draft or final minutes.
- 3) Once the final minutes are ready, you can Edit this entry to upload the minutes.

You can upload only 1 document per Meeting Date. You can use the Report tab for other documents such as agendas (optional)

Edit Minutes

The screenshot shows a web application interface for editing meeting minutes. The browser address bar indicates the URL is <https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=91008>. The page title is "Joint Health and Safety Committees - Windows Internet Explorer".

The interface is divided into two main sections:

- Left Panel (Committees):** A list of committees with columns for "Committee Name" and "Locations". The "215 Huron Street" committee is selected. Other committees listed include "500 University Avenue", "89 Chestnut Residence", "Admissions and Awards", "Aerospace Studies, Institute for", "Applied Science & Engineering, Faculty of", "Architecture, Landscape & Design, Faculty of", "Arts and Science - Sidney Smith Hall", "Arts and Science North", "Arts and Science South", "Borden Buildings", "CCBR", "Canadian Union of Public Employees (CUPE 3261)", "Cell and Systems Biology (Ramsay Wright)", "Central Library (CUPE 1230)", "Chemical Engineering", "Chemistry, Dept. of", "Civil Engineering", "Continuing Studies, School of", "DUA, Division of University Advancement", "Dentistry, Faculty of", "EEB (Wilcox Street)", "Early Childhood Learning Centre", and "Electrical and Computer Engineering".
- Right Panel (215 Huron Street):** A sub-page for the selected committee. It has tabs for "Members", "Meetings", "Inspections", and "Reports". The "Meetings" tab is active, showing a table of meeting documents. The table has columns for "Meeting Date", "Minutes Filename", "Document Type", "Minutes Status", and "Comments".

The "Meetings" table contains the following data:

Meeting Date	Minutes Filename	Document Type	Minutes Status	Comments
15-Feb-2012	Minutes_2012_15_Feb.pdf	pdf	Final	
16-May-2012	Minutes_2012_16_May.pdf	pdf	Final	
15-Aug-2012	Minutes_2012_15_Aug.pdf	pdf	Final	

A callout box points to the "Meeting Date" column of the table, containing the following text:

To edit an Meeting Date entry (e.g. upload draft or final minutes), highlight the entry (1 click) and then click the "Edit" button OR, click the entry twice

The Windows taskbar at the bottom shows the system tray with the time 8:57 AM and the text "Internet | Protected Mode: On".

Edit Minutes

Joint Health and Safety Committees - Windows Internet Explorer

https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=14695

File Edit View Favorites Tools Help

Joint Health and Safety Committees

shekyang Logout Menu

Committees

Committee Name	Locations
1-Test Committee	test
215 Huron Street	215 Huron St.;
500 University Avenue	
89 Chestnut Residence	
Admissions and Awards	
Aerospace Studies, Institute for	
Applied Science & Engineering, Faculty of	
Architecture, Landscape & Design, Faculty of	
Arts and Science - Sidney Smith Hall	
Arts and Science North	
Arts and Science South	
Borden Buildings	
CCBR	
Canadian Union of Public Employees (CUPE 3261)	
Cell and Systems Biology (Ramsay Wright)	
Central Library (CUPE 1230)	
Chemical Engineering	
Chemistry, Dept. of	
Civil Engineering	
Continuing Studies, School of	
DUA, Division of University Advancement	
Dentistry, Faculty of	
EEB (Wilcox Street)	
Early Childhood Learning Centre	

1-Test Committee

Meeting Date

10-Jul-2011

24-Jul-2011

15-Feb-2012

04-Jun-2012

07-Aug-2012

Comments

Export Refresh

Meeting Date: 07-Aug-2012

Minutes File: Browse...

Status Of Minutes: Not Yet Available

Comments: Not Yet Available

Draft

Final

Save Cancel

Very similar window as before. Make changes or upload file as needed. Click "Save" when done

Internet | Protected Mode: On

Desktop 12:32 PM 8/7/2012

Delete Minutes

The screenshot shows a web browser window displaying a web application for managing meeting minutes. The browser address bar shows the URL: <https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=91008>. The application interface includes a navigation menu with options like 'Add', 'Edit', 'Delete', 'Export', and 'Refresh'. The main content area displays a table of meeting documents for the location '215 Huron Street'.

Meeting Date	Minutes Filename	Document Type	Minutes Status	Comments
15-Feb-2012	Minutes_2012_15_Feb.pdf	pdf	Final	
16-May-2012	Minutes_2012_16_May.pdf	pdf	Final	
15-Aug-2012	Minutes_2012_15_Aug.pdf	pdf	Final	

The 'Delete Minutes' button is located above the table. A callout box points to the 'Delete Minutes' button and the '15-Feb-2012' entry in the table.

To delete an Meeting Date entry highlight the entry (1 click) and then click the “Delete” button OR, click the entry twice.

Message asking you “if you are sure” will pop up. Click “yes.”

Download Minutes

The screenshot shows a web browser window displaying a web application. The browser's address bar shows the URL: <https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=91008>. The application interface includes a navigation menu with options like 'Committees', 'Members', 'Meetings', 'Inspections', and 'Reports'. The 'Meetings' section is active, showing a table of meeting documents for the location '215 Huron Street'. The table has columns for Meeting Date, Minutes Filename, Document Type, Minutes Status, and Comments. A callout box points to the 'Download Minutes' button in the table's header and provides instructions on how to download the minutes.

Meeting Date	Minutes Filename	Document Type	Minutes Status	Comments
15-Feb-2012	Minutes_2012_15_Feb.pdf	pdf	Final	
16-May-2012	Minutes_2012_16_May.pdf	pdf	Final	
15-Aug-2012	Minutes_2012_15_Aug.pdf	pdf	Final	

To download minutes in an entry highlight the entry (1 click) and then click the “Download Minutes” button OR, click the entry twice.

Downloads will be PDF even if original files are some other type of file

Inspections Tab

Things you can do:

- Enter date of inspection
- Upload Draft Inspection Report
- Upload Final Inspection Report
- Download Inspection Report
- Delete Inspection Report (only if an error has been made, e.g. uploaded the wrong file)

Inspections Tab

The screenshot shows a web browser window with the URL <https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=91008>. The page title is "Joint Health and Safety Committees - Windows Internet Explorer". The user is logged in as "Shek, Yang-Ting".

The main content area is titled "215 Huron Street" and has tabs for "Members", "Meetings", "Inspections", and "Reports". The "Inspections" tab is active, showing a message: "No inspections found for the selected committee." Below this message is a section for "Inspection Detail: Hazards / Concerns" with a text area for entering details and a table for recording observations.

Observation / Concern	Hazard Category	Hazard Type	Appropriate Supervisor	Raised?	Corrective Action Category	Corrective Action Description	Correct Date
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The left sidebar lists various committees and locations, including "215 Huron Street", "500 University Avenue", "89 Chestnut Residence", "Admissions and Awards", "Aerospace Studies, Institute for", "Applied Science & Engineering, Faculty of", "Architecture, Landscape & Design, Faculty of", "Arts and Science - Sidney Smith Hall", "Arts and Science North", "Arts and Science South", "Borden Buildings", "CCBR", "Canadian Union of Public Employees (CUPE 3261)", "Cell and Systems Biology (Ramsay Wright)", "Central Library (CUPE 1230)", "Chemical Engineering", "Chemistry, Dept. of", "Civil Engineering", "Continuing Studies, School of", "DUA, Division of University Advancement", "Dentistry, Faculty of", "EEB (Wilcox Street)", "Early Childhood Learning Centre", and "Electrical and Computer Engineering".

Click "Inspections" Tab

The Inspections Tab looks and works the same way as the Members Tab.

You can add, edit, delete, download file (inspection report) or delete file in the same way.

Add Inspection Report

The screenshot shows a web browser window displaying a web application for "Joint Health and Safety Committees". The main content area is titled "1-Test Committee" and has tabs for "Members", "Meetings", "Inspections", and "Reports". The "Inspections" tab is active, showing a table with columns for "Date Inspected", "Campus", "Building", "Name", and "File Type". A modal window titled "Adding New Inspection" is open, containing the following fields:

- Date Inspected: 07-Aug-2012 (with a calendar icon)
- Campus: (dropdown menu)
- Building: (dropdown menu)
- Room: (text input field)
- Upload Inspection File: (text input field with a "Browse..." button)
- Buttons: "Save" (with a green checkmark) and "Cancel" (with a red X)

Callout boxes provide instructions for each field:

- "Select Date of Inspection" points to the date field.
- "Drop down menu for 'Campus'" points to the Campus dropdown.
- "Drop down menu for 'Building'" points to the Building dropdown.
- "Type in room number or area description" points to the Room text input.
- "Browse on your computer to select file for upload" points to the Upload Inspection File field.
- "Click 'Save' when done" points to the Save button.

The bottom of the browser window shows the Windows taskbar with various application icons and the system clock displaying 1:11 PM on 8/7/2012.

Page # Goes Here

Edit/delete/Download inspection

The screenshot shows a web application interface for Joint Health and Safety Committees. The main content area displays a table of inspections for the Rotman School of Management. The table has columns for Date Inspected, Campus, Building, Room, File Name, and File Type. Two inspection entries are visible:

Date Inspected	Campus	Building	Room	File Name	File Type
26-Sep-2012	St. George	Rotman School of Management	Lower Level South Building	Copy of Rotman School Workplace Inspection Lower Level South Building September 26 2012.xlsx	application/octet-stream
19-Sep-2012	St. George	Rotman School of Management	467-478	Copy of Rotman School Workplace Inspection 467-478 September 19 2012.xlsx	application/octet-stream

Below the table, there is an "Inspection Detail: Hazards / Concerns" section with a text input field and "Add", "Edit", and "Delete" buttons. A callout box provides instructions for editing, deleting, and downloading inspection entries:

- To EDIT:** highlight the entry (1 click) then click the "Edit button" OR double click the entry
- To DELETE:** highlight the entry (1 click) then click the "Delete"
- To DOWNLOAD:** highlight the entry (1 click) then click the "Delete button"

Viewing own JHSC training records

The screenshot displays the 'Joint Health and Safety Committees' website. The main navigation bar includes 'Members', 'Meetings', 'Inspections', and 'Reports'. The 'Members' section is active, showing a list of members for the '1-Test Committee'. A callout box points to the 'Member Documents' section, stating: 'Attachments specific to you (e.g. WSIB letter granting me certification status) can be found here. You have to click "Member Documents" to view or download.'

Below the member list, a callout box points to the 'Member Training' section, stating: 'Use this scroll bar to see Certification Status of all members'. The 'Member Training' section shows a table with columns for 'Course Number', 'Description', 'Training Date', 'Provider', 'Course Type', and 'Comments'. A callout box points to the 'Yang-Ting Shek' row, stating: 'I can see my own training record but not other people. Course take towards Part II certification'.

UTOR Id	First Name	Phone Number	Email Address	Part
shekyang	Yang-Ting	416-946-0065	yangting.shek@utoronto.ca	
groppsus	Susan	(416)946-0069	susan.gropp@utoronto.ca	
whitema8	Matthew		matte.white@utoronto.ca	
hindsgeo	Geoff	416-978-4335	geoff.shirtliff.hinds@utoronto.ca	
fernmacd	Susan	416-978-5943	susan.fernmacdougall@utoronto...	18-Ju

Course Number	Description	Training Date	Provider	Course Type	Comments



Viewing own JHSC training records

The screenshot shows a web browser window with the URL <https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=67279>. The page is titled "Joint Health and Safety Committees - Windows Internet Explorer". The user is logged in as "shekyang". The main content area is divided into two sections: "1-Test Committee" and "Member Training".

1-Test Committee

Members: Yang-Ting Shek (Add, Edit, Delete, Download Document)

Description	Date Uploaded	Filename	Document Type
Part I certification letter from the WSIB	03-Aug-2012		

Member Training

Yang-Ting Shek (Export, Refresh)

Course Number	Description	Training Date	Provider	Course Type	Comments
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Once you click "Member Documents" this drop down will appear. Select the document you wish to download and then click the "Download Document" button above.

This area is exclusive for the administration of your training/certification and is used by EHS. You will not be able to upload ("add") a file. The database lets you put in an entry and gives you the impression you can upload a document but actually the file does not get uploaded.

Click "Download Document" to view letters, etc.

Export Feature

Export feature opens the information you are seeing in each window to be opened in a new window for printing.

Does not include attachments.

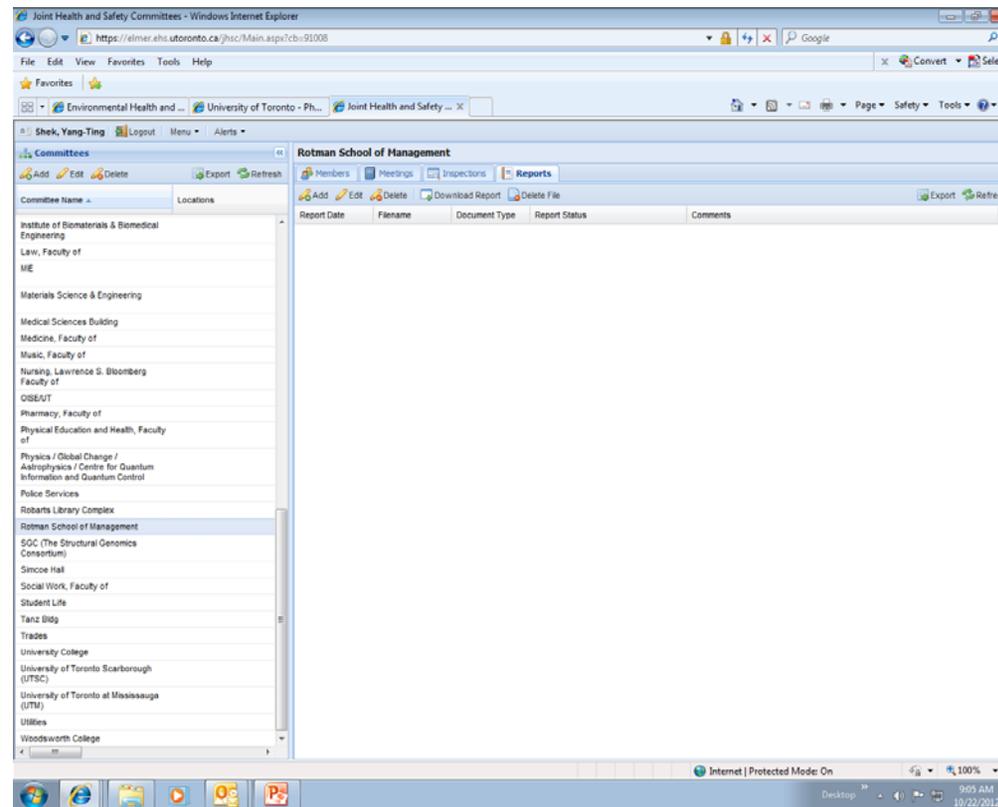
The screenshot shows a web browser window with the URL <https://elmer.ehs.utoronto.ca/jhsc/Main.aspx?cb=11933>. The page title is "Joint Health and Safety Committees". The interface includes a navigation menu on the left with "Committees" selected, and a main content area with tabs for "Members", "Meetings", "Inspections", and "Reports". The "Inspections" tab is active, displaying a table of inspection records. The "Export" button is circled in red in three locations: the top left navigation bar, the top right of the inspection table, and the bottom right of the inspection table. A central text box explains the export feature.

Date Inspected	Campus	Building	Room	File Name	File Type
05-Jun-2012	St. George	215 Huron St.		inspection report.txt.pdf	application/pdf

Observation / Concern	Hazard Category	Hazard Type	Appropriate Supervisor	Raised?	Corrective Action Category	Corrective Action Description	Corrective Action Date
Worker Concern	Electrical Power Systems	Lockout/tagout system not in place	susan.fernmacdougall@ut...	Yes	Change procedure		17-Jul-2
Hazard Observed	General Chemical Safety	Chemical waste not regularly disposed		Yes	Maintenance cal...		

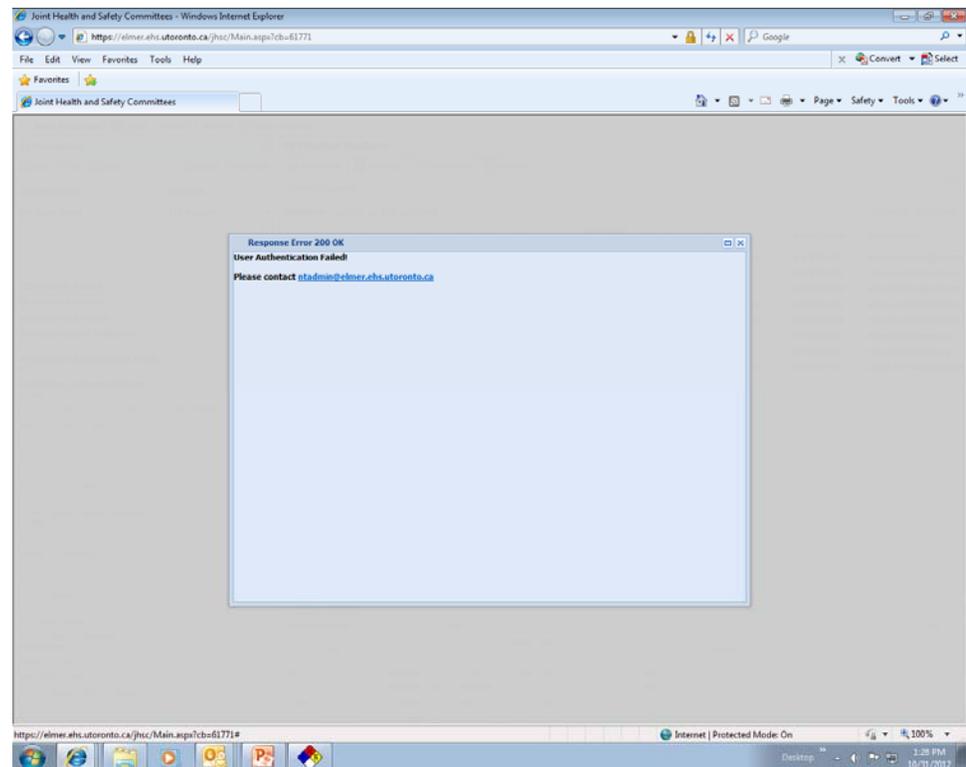
Reports Tab

- Area to store other documents as needed by the committee
- Functions/buttons similar to Minutes and Inspections Tabs tab



Error Message – Please ignore, close out and log back in

- Usually happens when system has timed out
- Ignore email address provided – does not work
- If you have issues, contact ehs.office@utoronto.ca.



Summary

- For any questions regarding the module, contact your EHS Consultant (listed in your membership)
- If your committee has admin support from a non-member (e.g. a recording secretary that is not an official part of the committee) and they need access to the JHSC module, please contact your EHS Consultant.
- Encourage JHSC members to access the Module
- You can also contact the Office of Environmental Health and Safety if you have any questions:
 - ehs.office@utoronto.ca
 - 416.978.4467