

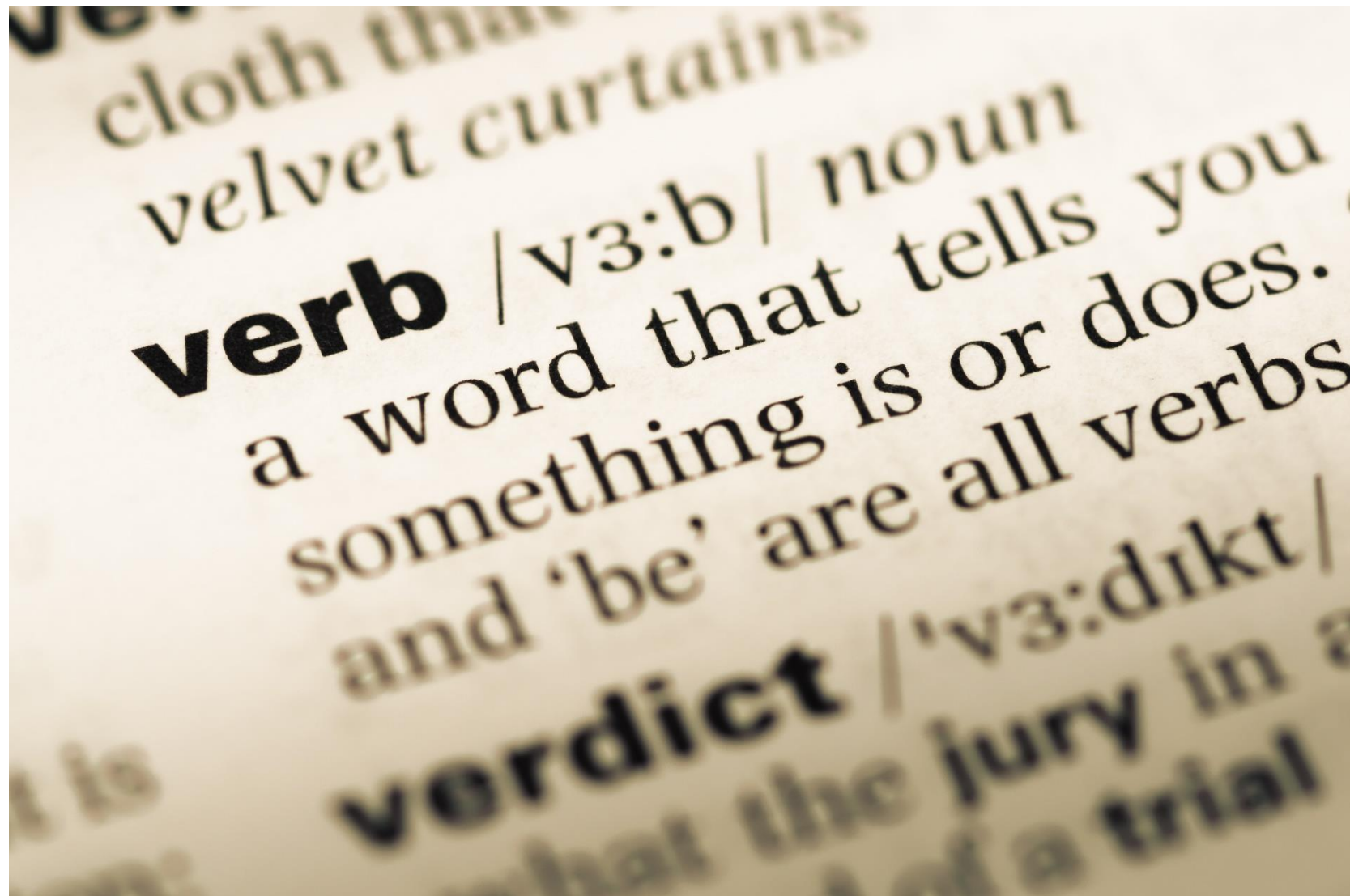
The Role of the JHSC in Workplace Inspection

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Job Description for the JHSC

What verbs would you use to describe the roles of the JHSC e.g., to prepare?



- **Consult** with workers and employer on Occupational Health and Safety (OHS) and Occupational Environment (OE)
- **Advise** the employer on programs and policies, and changes to the workplace
- **Participate** in inspection and investigation
- **Meet** monthly
- **Make** recommendations on OHS and OE, and educational programs

Rating system

Level 1 No Awareness

No inspection are conducted. No inspection program.

Level 2 Some participation

Some inspections are conducted by untrained staff using generic inspection forms. No follow up on inspection findings. No inspection program.

Level 3 Beginner

Regular inspections are conducted by trained staff using generic forms. Follow up on inspection items is spotty at times. Might have an inspection program.

Level 4 Intermediate

Regular inspections are conducted by trained staff using site specific forms as part of an inspection program. There is follow up on outstanding items and action plans are set.

Level 5 Well Established

Trained staff using site specific inspection forms. Also doing, ergonomic inspections, observational inspection, etc. Follow up and trending of issues being done.

Policy and program

Policy

A broad statement of commitment by the employer.

Program

Details of how the policy will be implemented.

- Define the types of inspections
- Roles and responsibilities
- Training and qualification requirements for inspectors
- Forms and schedules
- Corrective action process

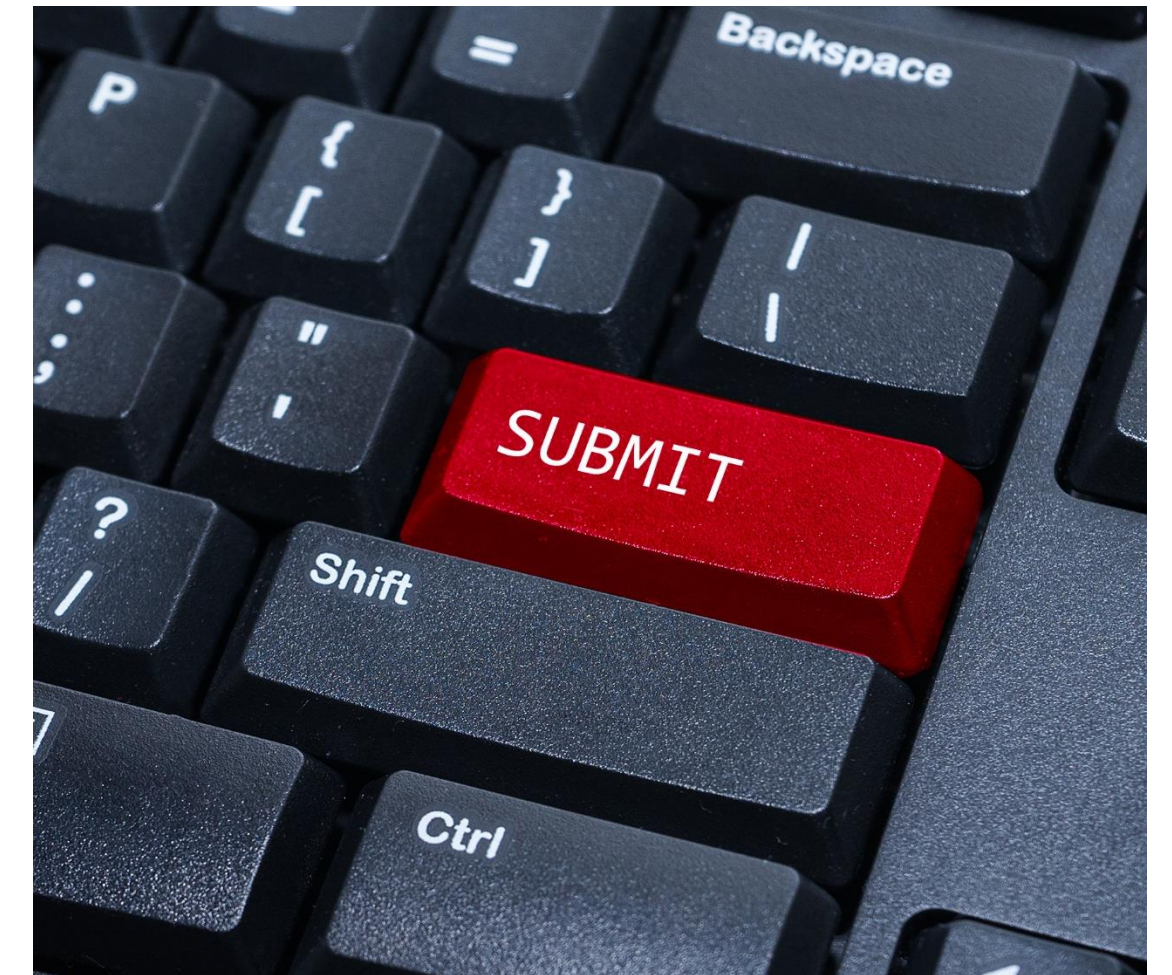
Reporting hazards



Tell a supervisor



Submit a form



Submit electronically

Training

How many committee members and supervisors are going to receive formal training in inspection? Training to include:

- Legal requirement for inspection e.g., OHSR 3.5
- Types of hazards
- Hierarchy of control
- How to establish and inspection policy and program
- Inspection forms and inspection criteria
- Performing an inspection and then discussing the inspection findings, legal requirements and then developing recommendations.

Some inspectors will need to be qualified e.g., storage racking OHSR 4.43.1(8), fall protection system OHSR 11.9 (a).



Inspection Form

Office Inspection Form

Date of Inspection				
Inspectors				
Location				
Inspection Item	YES	NO	N/A	Item #
Fire safety/emergency preparedness/first aid				
1.				
2.				
3.				
Housekeeping and storage				
4. Floors are free of debris and tripping hazards.				
5. Garbage cans have been emptied at the end of the day.				
6. Items are stacked neatly to prevent falling.				
OHS Requirements				
7.				
8.				
9.				
Chemical storage and usage				
10.				
11.				
12.				
Tools and ladders				
13.				
14.				
15.				
Office furniture and equipment				
16.				
17.				
18.				
Ergonomics				
19.				
20.				
21.				
Building				
22.				
23.				
24.				

Office Inspection Form

Date of Inspection				
Inspectors				
Location				
Inspection Item	YES	NO	N/A	Item #
Printer/storage room				
1.				
2.				
3.				
Lunchroom				
4. Six chairs per table are available and they are clean.				
5. Microwaves have food spill covers.				
6. Garbage cans are available and are not more than ½ full.				
Kitchen				
7.				
8.				
9.				
Bathrooms				
10.				
11.				
12.				
Janitor room				
13.				
14.				
15.				
Electrical room				
16.				
17.				
18.				
Open concept offices				
19.				
20.				
21.				
Lobby and stairwells				
22.				
23.				
24.				

Back side of inspection form

Date of inspection:		2022-10-04			Inspectors:		Bill and Bob		
Item #	Location	Issue/hazard observed	Risk rating	Assign to	Due Date	Action Taken	Date Completed		
1	Lunchroom	Water stains on ceiling tiles	L	Plant	Nov 5				
2	Bathroom	Mold on ceiling tiles	M	Plant	Oct 20	Leak repaired; ceiling tiles replaced.	Oct 10		

Risk Rating System	
High	Stop use, tag out equipment, fix ASAP.
Medium	Continue use with controls implemented, fix within 15 days.
Low	Safe to use, fix within 30 days

Q & A

THANK YOU

For more information, please contact:

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