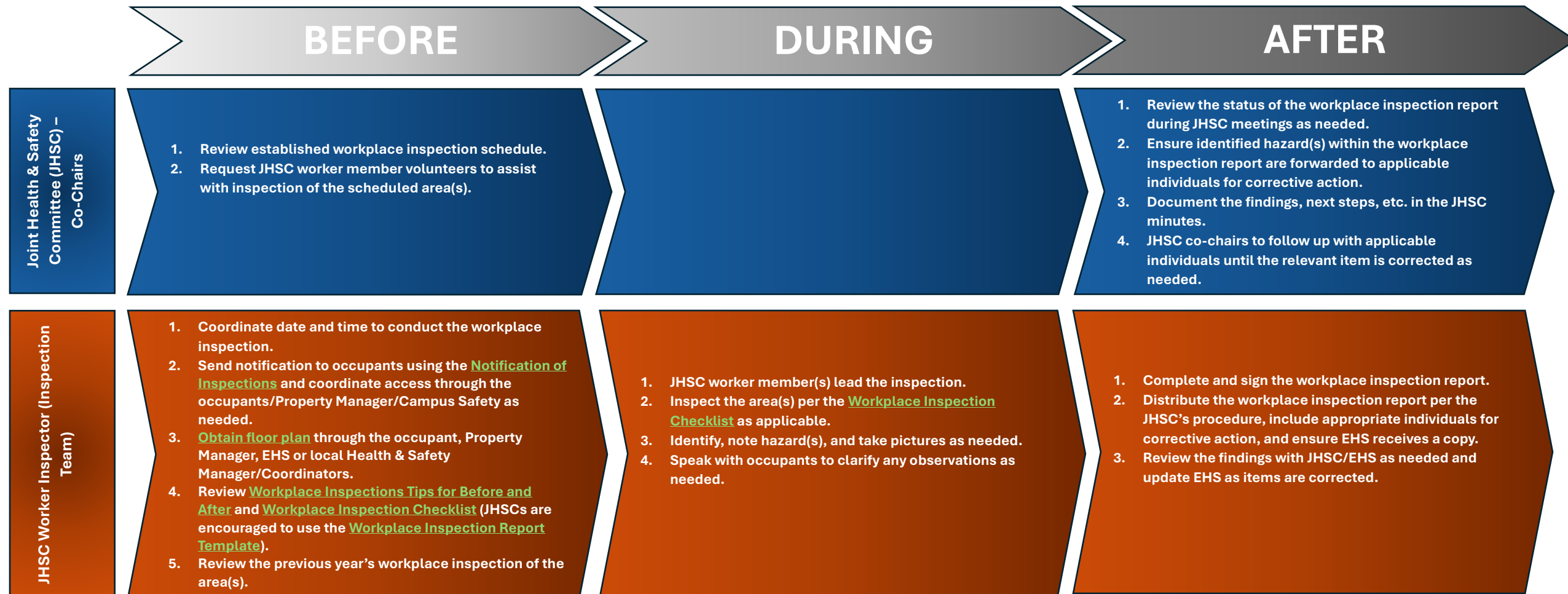




PROCESS TABLE – JOINT HEALTH & SAFETY COMMITTEE (JHSC) WORKPLACE INSPECTION





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	BEFORE	DURING	AFTER
Property Management / Area Supervisor / Manager / Utilities / Caretaking	Inform occupants of scheduled workplace inspection and provide access as needed.		<ol style="list-style-type: none">1. Review the workplace inspection report for relevant items and correct as required.2. When required, based on the individual's roles and responsibilities, review the workplace inspection report for relevant items and correct as required.3. Confirm with Inspection Team/JHSC co-chairs/EHS once items are corrected.
Environmental Health & Safety (EHS)	<ol style="list-style-type: none">1. Remind JHSCs/Inspection Team to conduct monthly workplace inspection per established inspection schedule.2. When requested:<ol style="list-style-type: none">a. Coordinate date/time for the Inspection Team to conduct the inspection.b. Send notification of inspection to occupants and arrange for access.c. Provide floor plan, Workplace Inspection Checklist and/or Workplace Inspection Report Template.d. Review the previous year's workplace inspection report of the area(s).3. Provide administrative assistance if requested by the Inspection Team.	<p>When requested:</p> <ol style="list-style-type: none">1. Attend the workplace inspection with the applicable Inspection Team.2. Assist in identifying hazard(s), take notes/pictures as needed.3. Assist in clarifying questions/concerns during the inspection.	<p>When requested:</p> <ol style="list-style-type: none">1. Complete the workplace inspection report and obtain approval from the Inspection Team to ensure its accuracy.2. Distribute the workplace inspection report per JHSC procedure, forward a copy to applicable individuals highlighting a response is required, and upload a copy to the respective JHSC SharePoint.3. EHS to follow up with the applicable individuals to ensure relevant items are corrected.
Occupants	Make arrangement for access as needed.	<ol style="list-style-type: none">1. Attend the workplace inspection as needed.2. Provide access to locked spaces as needed.3. Assist in answering/clarifying any questions the Inspection Team may have.	<ol style="list-style-type: none">1. Request a copy of the report if not already received.2. If correction action is required in the workplace inspection, forward to applicable individuals for action.3. Confirm with Inspection Team/JHSC co-chairs/EHS once items are corrected.