4S CONSULTING

JHSC Inspection-Readiness Checklist

Prepare your joint health and safety committee for a Ministry of Labour inspection

Ontario | Review every quarter

Workplace: _____ **Reviewed by:** _____ **Date:** _____

1. Certification records

- [ ] At least one certified worker member and one certified management member
- [ ] Proof of certification on file for each certified member (CPO certification record from the Ministry's online certification system)
- [ ] Each certified member's certification date and next refresher deadline tracked
- [ ] Backup certified members for shifts and absences

2. Committee structure

- [ ] Correct number of members (at least 2 for 20 to 49 workers; at least 4 for 50 or more)
- [ ] At least half of members are workers, selected by workers or their union
- [ ] Two co-chairs, one from each side
- [ ] Terms of reference or committee procedures written down

3. Meetings and minutes

- [ ] Meetings held at least every three months
- [ ] Minutes for every meeting, signed or approved, and easy to find
- [ ] Action items tracked from meeting to meeting

4. Workplace inspections

- [ ] Monthly inspection reports by a designated worker member
- [ ] A schedule showing the entire workplace is covered at least once a year
- [ ] Hazards found are recorded, with corrective actions and completion dates

5. Recommendations and responses

- [ ] Written JHSC recommendations on file
- [ ] The employer's written response to each, within 21 days
- [ ] Timetables for agreed actions, and reasons for any declined

6. Investigations and incidents

- [ ] Records of critical injury and fatality investigations, with JHSC involvement
- [ ] Work refusal records showing a worker JHSC member was present
- [ ] Injury, illness and incident reports shared with the JHSC

7. Required postings

- [ ] A copy of the Occupational Health and Safety Act (in English and the workplace's majority language)
- [ ] The "Health & Safety at Work: Prevention Starts Here" poster
- [ ] Your written health and safety policy
- [ ] Workplace violence and harassment policies
- [ ] Names and work locations of JHSC members (posted at the workplace or in a readily accessible electronic format)
- [ ] Copies of any recent inspector field visit reports and orders

8. Training records

- [ ] Worker health and safety awareness training for every worker
- [ ] Supervisor health and safety awareness training for every supervisor
- [ ] Other required training (such as WHMIS, and Working at Heights where it applies)

Missing a certified member, or a refresher overdue?

4S Consulting offers CPO-approved JHSC Part 1, Part 2 and Refresher training: Part 1 by self-paced e-learning or live virtual, Part 2 and Refresher live virtual, plus on-site training for your team.

4sconsult.com/training/jhsc-certification-training/