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1. Introduction



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- In accordance with the Ontario OHSA, respond, in writing, to recommendations made by the JHSC within 21 days.
- Ensure that JHSC members are provided with the resources they require to conduct workplace inspections in the area(s) under his/her authority.

Supervisors

- Exercise appropriate due diligence to minimize risks in the workplaces under their supervision.
- Conduct day-to-day inspections of the workplace to identify and eliminate hazards.
- Cooperate with employee and students to eliminate hazards and resolve safety issues and concerns.
- Prioritize safety concerns that need to be reported to the department head, director or manager for corrective action.
- Cooperate with JHSC members during workplace inspections.

Employees and Students

- Engage in on-going inspections of the workplace on a day-to-day basis.
- Take action to correct hazardous situations or report hazardous situations to a supervisor.
- Cooperate with JHSC members during workplace inspections.

Joint Health & Safety Committees

- Comply with the requirements of the JHSCs outlined in the Ontario Occupational Health & Safety Act and the Queen's University Guidelines for a Multi-Workplace Joint Health and Safety Committee.
- Cooperate with department, employees and students to help eliminate hazards in the workplace.

Department of Environmental Health & Safety

- Provide support to the JHSCs.
- Follow up on issues, determined to be outstanding by the Joint Health & Safety Committees, in accordance with the Internal Responsibility System outlined in the Queen's University Health and Safety Management System.

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- Never ignore any item because you do not have knowledge to make an accurate judgment of safety. Consult with other committee members or the Department of Environmental Health & Safety.
- Look up, down, around and inside. Be methodical and thorough. Do not spoil the inspection with a "once - over - lightly" approach.
- Clearly describe each hazard and its exact location in your rough notes. Allow "on-the-spot" recording of all findings before they are forgotten. Record what you have or have not examined in case the inspection is interrupted.
- Ask questions, but do not unnecessarily disrupt work activities. This may interfere with efficient assessment of the job function and may also create a potentially hazardous situation.
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Revision History

July 2004 – Initial Release