

Workplace Inspections – Quick Guide (JHSC and Safety Committees)

Intended audience: Joint health and Safety Committee inspectors, FED Safety Committee inspectors, and individuals who are assigned a workplace inspection by EH&S.

Why Am I Getting These Emails?

EH&S will assign workplace inspections to the JHSC members and other individuals who should inspect the workplace. Other safety committee inspections will be assigned by either their safety representatives or by EH&S. Once an inspection is assigned:



- You will receive an email titled **[ID # XX] Inspection Started**.
- Click on the tab **View Building Inspection**.
- Log in with Single Sign On (SSO).
- While performing the building inspection, if you identify a hazard follow the following steps:
 - Click on **Add**
 - Select the **Hazard Type** from the dropdown menu.
 - Select the **Hazard ID** if available in the list.
 - Add **Observations** if any.
 - If it is an IDLH condition, select YES under **Safety Critical** or NO if otherwise.
 - In **Location** field enter building name and select the room number if available. If not, add the description in **Location Details**.
 - If you are aware of the **Space Owner**, add the information, otherwise leave the field empty.
 - Click **Save**. Your identified hazard will be saved as a **Draft**.
 - To attach an associated image, click on the identified hazard, which will open the **Hazards** page.
 - Scroll to the bottom of the page and click Add in the **Attachments** section.
 - Click on Choose Files and add the png. or jpeg. Image, and click on **Save**.
 - You can add multiple attachments for each hazard identified.
 - Once done, click on **Reviewed- Ready for Action** in the top right corner.
 - A note can be added in the Notes section and click on **Confirm**.
 - **Do not** click on **Complete** if your inspection is not completed.
 - You can add more hazards by going back to the inspections page and repeat the same steps.
 - Once the inspection is completed, click on Inspection Completed tab in the top right corner.

Workplace Inspections – Quick Guide (JHSC and Safety Committees)

- EH&S or the safety representative will assign corrective actions to the appropriate stakeholders.

Need Help?

Email ehs@carleton.ca or call (613) 520-2600 ext. 3000 during business hours.