

MONTHLY CHECKLIST

JHSC MEMBERS

Use this checklist to stay on top of your monthly duties as a committee member.



Before Each Meeting:

- ✓ Review meeting agenda and prepare any updates from your department
- ✓ Gather feedback, concerns, or suggestions from your coworkers
- ✓ Review recent incidents or safety communications in your department
- ✓ Perform the workplace inspection, if assigned



During the Meeting:

- ✓ Attend and participate actively
- ✓ Share worker or departmental concerns
- ✓ Contribute to inspection and investigation discussions
- ✓ Help identify solutions and make recommendations
- ✓ Volunteer for tasks when appropriate (inspections, follow-ups, safety board updates, etc.)



After Each Meeting:

- ✓ Share meeting outcomes with your coworkers
- ✓ Post or help update information on the safety notice board
- ✓ Support follow-up actions assigned to you



Monthly/Ongoing Duties:

- ✓ Participate in inspections when scheduled
- ✓ Take part in incident/near-miss investigations if asked
- ✓ Promote safe work practices and encourage reporting
- ✓ Be approachable and open to hearing worker concerns
- ✓ Watch for both physical (slips, equipment, chemicals) and psychological hazards (workload, stress, harassment)

Note: Inspections don't have to be monthly—just “regular.” Pick a schedule that works best for your workplace.



Remember:

- You are the voice of your coworkers on the committee
- All members share equal responsibility for health and safety improvements
- Every small action adds up to a safer, healthier workplace for all