

McMaster RMM Responsibilities JHSC Document Description

In order for a JHSC to complete the "JHSC Document Working Form", a number of documents need to be submitted for review. Each document contains criteria that must be accomplished in order to be considered valid for the purposes of the review. The following information details the evaluation requirements for each of the documents and is to be used to evaluate completed forms against.

1. Workplace Inspection Form
 - These forms must be completed in full; identifying who, what, where and when the inspection took place.
 - There must be at least one form per calendar month for a 12 month period.
 - A deficiency form will accompany the inspection form if hazards were identified. A copy of the deficiency form completed by and returned from the supervisor is necessary to consider the form complete.
 - If no deficiency form was generated due to no hazards being identified the inspection form on its own is acceptable.

2. Subject Specific Audit Form
 - These forms must be completed in full identifying who, where and when the audit took place.
 - The audit subject must be clearly identified and the reason for the audit included.
 - A deficiency form will accompany the audit form if hazards were identified. A copy of the form completed by and returned from the supervisor is necessary to consider the form complete.

3. JHSC Meeting Agenda
 - A meeting agenda must be generated for each scheduled JHSC meeting.
 - When the agenda is being used to demonstrate discussion, the topic must be listed on the agenda.
 - Ownership for the discussion will be listed next to the topic.

4. JHSC Meeting Minutes
 - Each set of minutes must have an accompanying agenda and the topics from the agenda must be reflected in discussions and decisions recorded in the minutes.
 - When using the minutes to demonstrate discussion on a topic required by a McMaster University RMM, the discussion must have been included in the agenda and the corresponding set of minutes.
 - The number of sets of minutes must reflect the number of JHSC meetings required in the Terms of Reference of the JHSC. Any less or more must have an explanation included identifying
 - Meeting minutes must be in the style/template and include all information set out and required by McMaster University.

5. JHSC Terms of Reference
 - Terms of Reference must be in the style/template and include all information set out and required by McMaster University.
 - This document must be reviewed annually by the committee and include the date of the review with the signatures of the appropriate members of the JHSC.

6. General Correspondence
 - Any correspondence submitted demonstrating communication from the JHSC must include all relevant information concerning the

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7. Inspection Schedule
 - A schedule that identifies which area of the building will be inspected by the JHSC, the month it will be inspected and the person performing the inspection.

8. Record Retention Program
 - An indication in the Terms of Reference or other committee documentation describing the method of retaining documents relevant to the functions of the JHSC.