**jhsc annual workplace inspection schedule template**

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| **McMaster University**  ***[Name]* Joint Health and Safety Committee**  ***[Year]* Annual Schedule of Workplace Inspections** | | | |
| **Inspection Dates** | **Building/Areas/ Rooms** | **Inspection Team** | |
| Month, Year  e.g., Jan 20XX | **Level – section;**  **e.g., Basement - North Wing**  Room numbers; room types e.g., labs, offices, etc. | Team #1: | Worker name(s) |
| Feb 20XX | **Basement - South Wing**  Room numbers; room types e.g., labs, offices, etc. | Team #2: | Worker name(s) |
| Mar. 20XX | **1st Floor - North Wing**  Room numbers; room types e.g., labs, offices, etc. | Team #3: | Worker name(s) |
| Apr. 20XX | **1st Floor - South Wing**  Room numbers; room types e.g., labs, offices, etc. | Team #4: | Worker name(s) |
| May 20XX | **2nd Floor - North Wing**  Room numbers; room types e.g., labs, offices, etc. | Team #1: | Worker name(s) |
| Jun. 20XX | **2nd Floor - South Wing**  Room numbers; room types e.g., labs, offices, etc. | Team #2: | Worker name(s) |
| Jul. 20XX | **3rd Floor - North Wing**  Room numbers; room types e.g., labs, offices, etc. | Team #3: | Worker name(s) |
| Aug. 20XX | **3rd Floor - South Wing**  Room numbers; room types e.g., labs, offices, etc. | Team #4: | Worker name(s) |
| Sep. 20XX | **4th Floor - North Wing**  Room numbers; room types e.g., labs, offices, etc. | Team #1: | Worker name(s) |
| Oct. 20XX | **4th Floor - South Wing**  Room numbers; room types e.g., labs, offices, etc. | Team #2: | Worker name(s) |
| Nov. 20XX | **5th Floor**  Room numbers; room types e.g., labs, offices, etc. | Team #3: | Worker name(s) |
| Dec. 20XX | **6th Floor**  Room numbers; room types e.g., labs, offices, etc. | Team #4: | Worker name(s) |