



Occupational Health & Safety Education



**BCFED Health & Safety
centre**

Course Descriptions & Schedule 2012

It saves lives.

It prevents injuries and illnesses.

It's a sound economic and social investment.

It's legally required.

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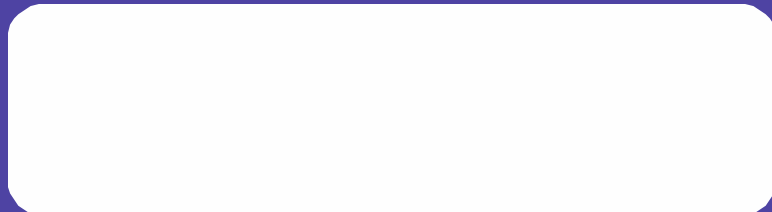
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B.C. Federation
of Labour (CLC)



Why is occupational health and safety training essential?

It saves lives.

British Columbia workers go to their grave each year as a direct result of workplace hazards. More die annually from cancer and other diseases caused by hazardous workplace exposures.

It prevents injuries and illnesses.

Thousands suffer workplace injuries or develop work-related illnesses each year in British Columbia. In 2010 there were 143 accepted fatality claims and 2.8 million total days lost from work due to injury and illness.

It is a sound economic and social investment.

Injuries, occupational illnesses and fatalities affect the bottom line of any business. The average lost-time injury in British Columbia costs \$98,000. Much of this total is a direct cost to the business in lost productivity, management time and compliance costs associated with WCB. Further, the social costs associated with pain and suffering experienced by affected workers, their families and their communities can never be adequately gauged.

It's legally required.

Health and Safety legislation requires the establishment of a Joint Health and Safety Committee in workplaces employing 20 or more workers. Under provincial law, employers must - upon request - provide eight hours annual health and safety training to members of the Committee from a BC WCB recognized provider of their choosing.

Making prevention work

Taking the time and the training to build a strong Health & Safety Committee and Prevention Program will help protect both you and your workforce.

Funded by the BC WCB, the BCFED Health & Safety Centre is one of WCB's recognized training service providers.

In a recent survey of course participants, over 90 percent said the training achieved all learning objectives and even more said they would recommend further BCFED Health & Safety Centre training to their Joint Health & Safety Committee.

Why select the BCFED Health & Safety Centre as your training provider?

For the past 12 years, the BCFED Health & Safety Centre has developed leading-edge training by utilizing adult-oriented learning techniques aimed at preparing workplace committees to play a proactive role in the prevention of occupational injuries and diseases. During this time we've delivered training to thousands of Health & Safety Committee members and workers.

The BCFED Health & Safety Centre also recognizes that each workplace is unique and dynamic. Training services can be customized to meet your specific needs.

We have worked with numerous companies, unions and municipalities in British Columbia to provide targeted health and safety education to over 14,000 people.

Contact the BCFED Health & Safety Centre to learn more about how we can assist your workplace, or visit our website at www.healthandsafetybc.ca.



our vision

We believe all workplace injuries, illnesses, diseases and deaths are preventable.

our mission

Our mission is to provide the education and resources necessary to participate in health and safety at the workplace to prevent injury, illness, disease and death.



WORKERS COMPENSATION ACT: Educational Leave

135 (1) Each member of a joint committee is entitled to annual education leave totaling eight (8) hours, or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses conducted by or with the approval of the Board.

(2) A member of the joint committee may designate another member as being entitled to take all or part of the member's educational leave.

(3) The employer must provide the educational leave under this section without loss of pay or other benefits and must pay for, or reimburse the worker for, the costs of the training course and the reasonable costs of attending the course.

Please note:

The courses offered by the Centre meet the criteria for the eight-hour annual educational leave that OH&S Committee members and worker representatives are entitled to under Sec. 135 of the **Workers Compensation Act**.

Wages, course fees and reasonable costs of attending must be paid by the employer.

OCCUPATIONAL HEALTH & SAFETY PART 1 (BASIC)

This introductory Occupational Health & Safety (OH&S) course will introduce new Committee members and Worker Representatives to the basic principles of workplace health and safety. This course also serves as a great 'Back to Basics' course for those OH&S Committee members who desire refresher training.

LEARNING OUTCOMES:

In this course participants will:

- Learn the responsibilities and duties of the Joint OH&S Committee.
- Learn about health and safety legislation, workers' OH&S rights and the procedure for refusing unsafe work.
- Learn how to conduct effective safety inspections.
- Have the opportunity to put theory into practice in various interactive exercises in the course.
- Be updated on changes to health and safety legislation.



Our Courses

OCCUPATIONAL HEALTH & SAFETY PART 2 (ADVANCED) *REVISED

The OH&S Part 2 (Advanced Course) has been designed to allow participants to pick up where our OH&S Part 1 left off and to further develop the concepts, tools and resources needed to tackle OH&S issues at their workplaces.

LEARNING OUTCOMES:

In this course participants will:

- Learn about Human Health, Routes of Entry and Musculoskeletal Injuries
- Legal requirements and elements of an effective Health & Safety Program
- Understand Hazard Identification recognition principles
- Inspections, Job Safety Analysis, Work Procedures and Hazard Reporting Methods
- Concepts around Hazard & Risk Assessments, Occupational Health & Hygiene and Exposure Limits
- Hazard control principles, setting priorities, hierarchy of controls & developing effective recommendations..

Completion of the OHS Part 1 (Basic Course) is required before taking this course.

INCIDENT INVESTIGATIONS

An incident or near hit happens at the workplace. An investigation by the employer and the OH&S Committee must take place. It is your responsibility to gather the facts, objectively assess those facts and arrive at appropriate solutions to prevent any future incidents. How do you conduct an effective investigation?

Incident investigation is a serious matter. This course will provide you with the opportunity to improve your investigative skills.

LEARNING OUTCOMES:

In this course participants will:

- Learn the health and safety legislation requirements for incident/accident investigations.
- Learn how to conduct effective interviews in order to get the full story of the incident.
- Learn how to assess all the contributing factors in order to develop effective corrective actions.
- Conduct an incident investigation and put theory to practice.

Suggested training flow

- OH&S Part 1 (Basic)
- OH&S Part 2 (Advanced)
- Incident Investigations

Optional hazard-specific training

- Strains, Aches & Pains
- Understanding and Preventing Stress in the Workplace
- Prevention of Violence in the Workplace
- Chemical Hazards in the Workplace

Specialty workshops available on request

- Emergency Preparedness
- Supervisor Health & Safety Training
- Ergonomics for Drivers and Equipment Operators
- Occupational Hygiene Monitoring
- Improving Committee Effectiveness
- Upcoming changes from WHMIS to GHS, what you need to know
- Women's Health & Safety

Jurisdiction-specific courses

- Federal Health & Safety Committee Training (Two-day)
- Mining Industry Health & Safety Committee Training (Three-day)



All courses count for .5 elective credits towards the BCIT
Occupational Health and Safety Certificate and Diploma Program.

PREVENTION OF VIOLENCE IN THE WORKPLACE

- 50% of nurses and social service workers report some form of violence annually, including threats and verbal abuse.
- 25% of nurses and social service workers report physical violence.
- 21% of retail workers in BC have experienced violent acts.
- 4.5% of teachers are physically assaulted.
- In 2006, there were 200 assaults on bus drivers in BC.

The repercussions of violence for workers are devastating, affecting their physical and mental health and job satisfaction. For employers it means reduced productivity. This course assists Joint OH&S Committee Members and Worker Representatives in identifying potentially violent situations in the workplace and developing a plan for violence prevention.

LEARNING OUTCOMES:

In this course participants will:

- Learn the requirements of the health and safety legislation for implementing a violence prevention program.
- Learn how to identify and assess hazards of violent incidents and implement solutions for preventing violence at the workplace.
- Develop an outline of a violence prevention program for the workplace.



CHEMICAL HAZARDS IN THE WORKPLACE

What chemical hazards are there at your workplace? Are you exposed to hazards such as: chemical solvents and cleaners, electro-magnetic fields, diesel fumes, wood dust, or asbestos at your workplace? How can you make your workplace safer?

LEARNING OUTCOMES:

In this course participants will:

- Learn about the relationship between health and environmental effects of exposure to chemical hazards at your workplaces.
- Learn about workers' rights and protections as per health and safety legislation.
- Learn about the sources and effects of exposure to: carcinogens, endocrine disrupters, neuro and reproductive toxins, liver and kidney toxins and sensitizers.
- Learn to identify essential components of MSDS and how to use resources to assist in analyzing MSDS information.
- Learn to develop strategies to control exposures in the workplace.

Participants are asked to bring Material Safety Data Sheets (MSDS) from products used in their workplace.

STRAINS, ACHES & PAINS: WHAT JOINT OH&S COMMITTEES NEED TO KNOW ABOUT ERGONOMICS

This course is designed to provide OH&S Committee Members and Worker Representatives with the knowledge and skills to identify ergonomic problems at the workplace, and ways of finding solutions.

LEARNING OUTCOMES:

In this course participants will:

- Learn how to identify ergonomic hazards.
- Learn risk assessment techniques.
- Learn how to generate solutions to deal with hazards.
- Learn strategies to assist in implementing an effective prevention program.
- Learn how to comply with existing ergonomics legislation.
- Have an opportunity to put theory into practice in the exercise, "Fix That Job."

Completion of the OH&S Part 1 (Basic) is advantageous before taking this course.

Did you know...?

Many of our courses are EOCP (Environmental Operators Certification Program) recognized for .6 CEU credits.

Our Courses

ERGONOMICS FOR DRIVERS AND EQUIPMENT OPERATORS

This Ergonomics Course is designed for drivers and equipment operators in sectors such as: construction, forestry, municipal, transit, ferry workers, transportation workers (delivery, long haul), railway workers, pilots, coast guards, etc.

This course is designed to provide Joint OH&S Committees and Worker Representatives with the knowledge and skills to assess all aspects of ergonomics for heavy equipment operators. The health effects and assessments of whole body vibration are also covered.

LEARNING OUTCOMES:

In this course participants will:

- Learn to assess aspects of equipment ergonomics such as seating design, posture, access and egress, visibility, and design of dials and displays.
- Learn about the health effects resulting from exposure to whole body vibration, especially back pain and other disorders.
- Learn how to implement solutions to prevent and reduce exposure to ergonomic problems related to driving and equipment design.

Case studies of solutions will be used to give participants an opportunity to solve ergonomic problems related to driving and equipment operation in their workplaces.

SUPERVISOR HEALTH & SAFETY TRAINING

NEW

Supervisors play a critical role in the workplace because they have the authority to oversee the work of others. As such, supervisors have considerable responsibilities under Occupational Health & Safety Legislation. The Law also obligates employers to appoint competent persons as supervisors. A supervisor is deemed competent if they are: qualified by knowledge, training and experience in the work they oversee; familiar with the legislation that applies to their workplace; and most importantly, knowledgeable about actual or potential workplace hazards, so they can in turn advise workers about these hazards.

The Supervisor Health and Safety Training reviews the specific responsibilities of supervisors as per the health and safety legislation. Attention is paid to the supervisor's role in addressing work refusals, and working with Joint Health and Safety Committees during inspections, investigations and during WCB inspections.

This program also reviews relevant case law and provisions of the Criminal Code of Canada to help participants better identify types of work that are supervisory in nature and their related legal duties.

Don't see your Community on the schedule? Interested about in-house training options? We can respond to custom requests.

UNDERSTANDING AND PREVENTING STRESS IN THE WORKPLACE

This course is designed for Joint OH&S Committee Members and Worker Representatives to identify stressors such as job demands, job control, lack of support, management styles, bullying and lack of work and life balance that cause workplace stress and worker burnout. We will examine how the Joint OH&S Committee can work with the employer to develop prevention strategies to reduce worker stress. This is not a time management or coping strategies course.

LEARNING OUTCOMES:

In this course participants will:

- Discuss what stress is and how it affects you.
- Learn about the contributing organizational stressors in the workplace.
- Identify the stress hazards in your own workplace.
- Discuss how stress affects our work, our families and our communities.
- Develop prevention strategies to minimize workplace stress.

EMERGENCY PREPAREDNESS

NEW

No workplace is immune from potential emergencies.

This course provides participants with a basic understanding of the planning and preparations needed to assist workplaces respond before, during and after a disaster in order to reduce the effects.

The many components of emergency preparedness plans are explored, along with the legal obligations to develop emergency preparedness plans, including the involvement of Joint Health and Safety Committees in the development and implementation process.

Influenza Pandemic Response Plans along with bomb threat procedures will also be reviewed.

The following are additional programs offered by the BCFED Health & Safety Centre.

'ALIVE AFTER FIVE' Program



Alive After Five provides FREE occupational health and safety presentations to all interested high schools and employment programs in any and all geographical areas of the province.



The presentations are engaging and interactive for the participants. The programs over 50 skilled and trained facilitators provide dynamic and insightful information on such vital subjects as:

- Hazard recognition
- Knowing your Rights and Responsibilities in the workplace
- How to properly report injuries
- What protections are provided by the WCB Regulations

All of the **Alive After Five** presentation facilitators are young workers themselves; primarily between the ages of 21 and 30. These young facilitators share personal insights, humour and preparedness for what to expect once in the workplace to the students and participants. They deliver the presentations with a refreshingly new perspective and passion for protecting others from workplace injuries and illness.

If you or someone you know would be interested in having an Alive After Five presentation, please do not hesitate to contact us or visit our website and look for the young worker section.

MIGRANT/FOREIGN WORKER OH&S EDUCATIONAL SESSIONS

The goal of these two-hour educational sessions is to provide migrant or foreign workers with basic OH&S information on workers' rights and responsibilities, employer responsibilities, OH&S Committees, role of WCB and hazard identification. Course materials are translated and facilitated in the workers' first language with bilingual facilitators taking the lead role and translating for Centre staff. The sessions are designed using the popular education model by encouraging worker participation.

The feedback from participants in previous sessions has been very positive. They are most interested in their OH&S rights and were surprised to hear that they do have OH&S rights. They have never been informed, prior to this session, that they have these rights as workers in BC.

For more information on any of the above programs, contact the BCFED Health & Safety Centre.

DEVELOPING COMMUNICATION AND HEALTH AND SAFETY SKILLS USING ENGLISH AS A SECOND (ADDITIONAL) LANGUAGE MODEL

The goal of this 14-week program is to educate participants about workplace health and safety using an ESL curriculum model. Participants will have an opportunity to improve their language skills while learning about workers' rights in health and safety topics such as workplace violence, preventing back injuries, workplace chemicals [WHMIS] and identification of hazards. Participants in these sessions will be able to use this knowledge and information to increase their awareness of health and safety and to become involved in the health and safety committees at their workplaces.

2012 COURSE SCHEDULE

	OH&S Part 1 (Basic)	OH&S Part 2 (Advanced) * Revised*	Incident Investigations	Stress in the Workplace	Violence in the Workplace	Chemical Hazards	Strains, Aches & Pains (Ergonomics)	Emergency Preparedness *New*	Supervisor H&S Training *New*
Lower Mainland									
New Westminster	8-May	9-May	10-May	9-May	11-May	7-May	10-May	11-May	8-May
Surrey	10-Oct		11-Oct	11-Oct	12-Oct		10-Oct		12-Oct
Central Vancouver	6-Mar		7-Mar				29-Feb		
Central Vancouver	21-Jun								
East Vancouver	4-Dec	4-Dec	6-Dec	5-Dec	6-Dec	7-Dec	5-Dec	7-Dec	5-Dec
Whistler	11-Dec								
Fraser Valley									
Abbotsford	6-Nov	7-Nov	8-Nov	7-Nov	8-Nov	9-Nov	27-Feb	9-Nov	6-Nov
Langley	7-May								
Sunshine Coast									
Sechelt	24-Apr	25-Apr	25-Apr	26-Apr			26-Apr		
BC North									
Dawson Creek	13-Mar	14-Mar	15-Mar	14-Mar			15-Mar		13-Mar
Fort St. John	25-Sep	26-Sep	27-Sep	26-Sep			27-Sep		25-Sep
Prince George	17-Apr	18-Apr	18-Apr	18-Apr	19-Apr	17-Apr	19-Apr	19-Apr	17-Apr
Prince Rupert	3-Apr	5-Apr	4-Apr	5-Apr	3-Apr				4-Apr
Kitimat	1-Mar								28-Feb
Kitimat	18-Sep	20-Sep	19-Sep	20-Sep		21-Sep	19-Sep		18-Sep
Terrace							29-Feb		
Smithers	1-May	2-May	3-May	2-May			3-May		1-May
Kootenays									
Castlegar	5-Jun	7-Jun	6-Jun	6-Jun	8-Jun		7-Jun		5-Jun
Cranbrook	2-Oct	3-Oct	4-Oct	3-Oct	4-Oct		24-Feb		2-Oct
Vancouver Island									
Campbell River	30-May	31-May	30-May	31-May					
Nanaimo	23-Oct	25-Oct	24-Oct	24-Oct	25-Oct	25-Oct	29-Feb		23-Oct
Victoria	12-Jun		13-Jun						
Victoria	16-Oct	17-Oct	18-Oct	17-Oct	19-Oct		18-Oct	19-Oct	16-Oct
Port Hardy	11-Apr		12-Apr						
Okanagan									
Kelowna	20-Nov	21-Nov	22-Nov	21-Nov	23-Nov	22-Nov	22-Nov	23-Nov	20-Nov
Kelowna							29-Feb		
Penticton	12-Jun		12-Jun						
Vernon	13-Jun		13-Jun						
Interior									
Kamloops	30 Oct	1 Nov	31 Oct	1 Nov	31 Oct	2 Nov	31 Oct	2 Nov	30 Oct
Quesnel	31 Jan		1 Feb						

To register for any of these courses, visit: www.healthandsafetybc.ca



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COURSE COST:
\$99 (no tax)

Prevention Through Education