

Sample Education Leave Worksheet Blank

For Joint Health and Safety Committee Member/Worker Health and Safety Representative

Page 1: To be completed by Joint Health & Safety Committee Member or Worker Health & Safety Representative

Member/Representative Name: _____

Date Completed: _____

1. List Any Health and Safety Experience You Have:

Experience/Position Held (e.g. safety rep; OH&S committee member)	Dates

2. List Any Health and Safety Education You Have Taken:

- Complete this section by considering health and safety education you have taken from your employer, previous employers, associations, schools/colleges, WorkSafeBC, consultants, etc.
- Attach additional sheet if necessary.

Presentation or Course	Delivered By (specify e.g. college)	Date	Duration

3. Identify the Health and Safety Education You Think You Need:

- Under the Workers Compensation Act, Division 4 section 135, committee members and worker representatives are entitled to a minimum of 8 hours educational leave per year.
- Consider the hazards in your workplace and your duties and responsibilities as a committee member or worker representative.
- List education you believe is required. Attach additional sheet if necessary.
- Attach any course information (e.g. course outline) available.
- **Note that a worker health and safety representative has the same duties and functions as a Joint Committee member.**

Topic Area	Reason(s) You Want Education in This Topic Area	Your Priority	
		High	Low
Basic Health and Safety Principles:		•	•
• Joint H & S Committee Duties & Functions		•	•
• Workplace Inspections		•	•
• Incident (Accident) Investigations		•	•
• Hazard Recognition and Control		•	•
• Risk Assessment and Control		•	•
• OH&S Programs		•	•
• OH&S Program Review		•	•
• Responsibilities for OH&S		•	•
• Due Diligence		•	•
• Writing Effective Recommendations		•	•
• Other Health and Safety Related Topics (specify):		•	•
•			
•			

Return this form to designated employer representative:

Member/Representative Name: _____

Educational Leave For The Year: (specify) _____

The above named member/representative designates all or part of this year's educational leave to:

Committee Member/Rep: _____	Hrs designated: _____
Committee Member/Rep: _____	Hrs designated: _____
Committee Member/Rep: _____	Hrs designated: _____
Total (maximum 8 hours): _____	

Member/Rep Signature: _____ **Date:** _____

Identify Health and Safety Educational Leave Approved For This Year:

- Complete this section by identifying the educational leave approved for this committee member or worker representative.*
- Education may be delivered by the employer, associations, schools/colleges, WCB, consultants, etc.

Health and Safety Educational Leave Approved For This Year	Delivered By (specify)	WCB Approved * (Y/N)	Date	Duration (hours)	At Year End Check if Completed
Basic Health and Safety Principles:					•
• Joint H & S Committee Duties & Functions					•
• Workplace Inspections					•
• Incident (Accident) Investigations					•
• Hazard Recognition and Control					•
• Risk Assessment and Control					•
• OH&S Programs					•
• OH&S Program Review					•
• Responsibilities for OH&S					•
• Due Diligence					•
• Writing Effective Recommendations					•
• Other Health and Safety Related Topics (specify):					•
•					•
•					•
Total (minimum 8 hours):					

This educational plan has been approved by (Employer/Representative Name:)

Signature: _____ Date Approved: _____

cc: Committee Member or Worker Representative; Employee Education File

For details on the WorkSafe Courses, visit the WCB website (www.worksafefbc.com) or call the Prevention Information Line at 604-276-3100 or 1-888-621-7233.