



2016

Health & Safety centre

Prevention Through Education

Course Guide and Schedule



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BC FED Health Safety Centre

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B.C. Federation
of Labour (CLC)



2016 COURSE GUIDE

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OCCUPATIONAL HEALTH & SAFETY PART 1

This introductory Occupational Health and Safety course will introduce new committee members 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.

In this course participants will:

- Learn the legal responsibilities, duties and functions of the Joint OH&S Committee
- Learn about health and safety legislation (Provincial & Federal), workplace parties' rights & responsibilities.
- Be updated on changes to health and safety legislation.
- Indicate key elements of having an effective committee.
- Learn about principles of workplace assessment and control strategies.
- Locate existing health & safety resources.

Audience: OH&S Committee Members, Managers and Worker Representatives.



OCCUPATIONAL HEALTH & SAFETY PART 2

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

In this course participants will:

- Learn about Human Health, Routes of Entry and Musculoskeletal Injuries.
- Explain Hazard Identification, Assessment & Control Principles. (Inspections, Job Safety Analysis, Work Procedures and Hazard Reporting Methods).
- Discuss legal requirements (Provincial and Federal) and elements of an effective Health & Safety Program.
- Learn concepts around Hazard & Risk Assessments.
- Learn hazard control principles, setting priorities, hierarchy of controls & developing effective recommendations.

Audience: OH&S Committee Members, Managers and Worker Representatives.

Prerequisite: Completion of the OH&S Part 1 course is required before taking this course.

IMPROVING COMMITTEE EFFECTIVENESS

We've heard from many Joint OH&S Committee members about their successes and their challenges. This course has been designed to allow participants to develop the tools, resources and strategies to build on their successes and to tackle the tough OH&S issues at their workplaces.

In this course participants will:

- Identify barriers facing Joint OH&S Committees and develop practical strategies and solutions to deal with them.
- Learn how to generate support for dealing with the barriers preventing the solution of health and safety hazards.
- Learn how to strategize alternative and creative approaches for making changes to improve health and safety.

Audience: OH&S Committee Members, Managers, Worker Representatives and Supervisors.

Prerequisite: Completion of the OH&S Part 1 course is required before taking this course.

UNDERSTANDING & CONDUCTING RISK ASSESSMENTS

Assessing risk is an approach to occupational health & safety. Both Federal & Provincial OH&S Legislation requires all employers to assess risk in the workplace in a variety of situations. This course will cover when a risk assessment must be completed and will give participants hands on experience in a variety of different methods of conducting risk assessments.

In this course participants will:

- Learn about the risk assessment process specific to hazard identification, analyze and evaluate the risk associated with the hazard and determine appropriate ways to eliminate or control the hazard.
- Learn in practical terms that a risk assessment is a thorough look at your workplace specific to things that may cause harm to workers.
- Summarize hazard prioritization and precautionary principles.
- Learn how to generate awareness of hazards and risks.
- Learn how to implement controlled measures, as a result of conducting a risk assessment.
- Discuss the requirements, who is responsible for meeting them and consequences of non-compliance.

Audience: OH&S Committee Members, Managers, Worker Representatives and Supervisors.

Prerequisite: Completion of the OH&S Part 1 course is required before taking this course.

INCIDENT INVESTIGATIONS

When an incident or "near hit" happens at the workplace an investigation by the employer and the OH&S Committee must take place. This legal requirement has been solidified in legislation passed in May 2015, with Bill 9, in response to the tragic mill explosions in 2012. Committees are now required to perform a preliminary investigation within 48 hours of an incident occurring and then a comprehensive investigation within 30 days. Incident investigation is a serious matter. It is your responsibility to gather the facts, objectively assess those facts and arrive at appropriate solutions to prevent future incidents.

Incident investigations are a fundamental function and responsibility of supervisors and Joint Health and Safety Committees but, often we don't have the proper insight how to conduct an effective investigation. This course will provide you with the opportunity to improve your investigative skills, determine 'root causes' and develop effective recommendations.

In this course participants will:

- Learn the new legal requirements for incident investigations.
- Examine the principles of incident causation.
- Learn how to conduct a proper investigation by gathering the facts.
- Learn how to analyze the results of your investigation and determine contributing factors and root causes.
- Learn how to prepare reports and develop effective corrective actions.
- Conduct a class incident investigation and put theory to practice.

Audience: OH&S Committee Members, Managers, Worker Representatives and Supervisors.



OCCUPATIONAL HEALTH (NEW)

Health hazards are not as obvious and apparent as safety hazards in the workplace and as such often don't receive proper attention and resources comparatively but their effects can be devastating.

Empowering workers, supervisors and managers to interpret reports, Safety Data Sheets (SDS) and research potential health hazards is a vital role and function of any proactive health and safety program.

Learn about new legislative changes to WHMIS through the introduction of the Globally Harmonized System (GHS) for chemicals and controlled products. These new requirements change the way that chemicals are labeled, stored and inventoried.

Learn about the best practices and industry standards concerning occupational hygiene monitoring. Who, what, where, when and how to sample exposures to workplace toxins is imperative knowledge for any workplace wanting to be in compliance with both Provincial and Federal legislation.

In this course participants will:

- Learn about how our bodies are affected by workplace toxins and exposures e.g. Asbestos, Molds, Biological Hazards, Noise and Combustible Dust.
- Learn about pending changes relating to the Workplace Hazardous Materials Information System (WHMIS) and the new Globally Harmonized System (GHS).
- Gain an understanding of the theory and practice of occupational hygiene monitoring and interpreting occupational hygiene reports, including TLV's and TWA's along with other important terms and references.
- Read, review and interpret exposure control plans and keep informed with the latest changes and requirements.

Audience: OH&S Committee Members, Managers, Worker Representatives and Supervisors.

WORKERS COMPENSATION ACT of BC: 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.

WOMEN'S HEALTH & SAFETY IN THE WORKPLACE

All workers face health and safety issues at work - injuries, workplace hazards, disease, and stress. Many of these issues also have a gender dimension - they affect women in particular ways.

The course provides participants the opportunity to develop their knowledge and skills to identify, assess and control workplace hazards from a woman's perspective.

It is geared to health and safety committee members, and to all women who want to know more about how to make our workplaces and lives safer and healthier.

In this course participants will:

- Discuss how women's health (including reproductive health) is affected by toxic workplace substances, work design & work organization.
- Learn about workplace stresses such as violence (including domestic violence), bullying and harassment.

Audience: OH&S Committee Members, Managers, Worker Representatives and Supervisors.

Prerequisite: Completion of the OH&S Part 1 course is required before taking this course.

BULLYING & HARASSMENT

British Columbia's WCB Board of Directors approved three new occupational health and safety workplace bullying and harassment policies, effective November 1, 2013. The new policies identify workplace bullying and harassment as a health hazard that must be controlled and provides the steps required to prevent or minimize it.

The policies define bullying and harassment and identify reasonable steps for employers, workers and supervisors to take to prevent or minimize workplace bullying and harassment.

Joint Health & Safety Committee members, Employers and Worker Representatives need to be educated about the new workplace bullying and harassment policies and requirements. This course provides an understanding of the new legislation and the steps employers need to take in order to comply.

In this course participants will:

- Define workplace bullying and harassment and provide examples of behaviours that constitute bullying and harassment as well as behaviours that do not.
- Recognize the negative effects workplace bullying and harassment has on individuals and on the workplace itself.
- Describe the duties of employers, supervisors and workers with respect to the new Workplace Bullying and Harassment policies.
- Identify the nine specific steps employers need to complete to be in compliance with the new Workplace Bullying and Harassment policies.

Audience: OH&S Committee Members, Managers, Worker Representatives and Supervisors.

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

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

In this course participants will:

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

PREVENTION OF VIOLENCE IN THE WORKPLACE

Workplace violence can take the form of physical aggression such as hitting, biting or kicking. Violence in the workplace also includes verbal threats, swearing, name calling and bullying.

Violence is not part of your job and the repercussions for workers can be devastating, affecting their physical and mental health and job satisfaction. For employers, it means reduced productivity and increased losses.

This course is intended to assist Joint OH&S Committees to identify potentially violent hazards in the workplace, conduct a risk assessment and recommend corrective action. Participants will have the opportunity to develop a plan for violence prevention.

In this course participants will:

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

Audience: OH&S Committee Members, Managers, Worker Representatives and Supervisors.

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

STRESS IN THE WORKPLACE

This course is designed to identify work-related stressors and to develop effective corrective actions to eliminate or minimize the exposures to toxic stressors. The course will discuss the role of the Joint Occupational Health & Safety Committee, Managers and Supervisors in developing and implementing proactive prevention strategies to reduce workplace stress. **This is not a time management or coping strategies course.**

In this course participants will:

- Discuss what toxic stress is and how it affects our health.
- Learn about the contributing organizational and personal safety stressors in the workplace.
- Develop prevention strategies to eliminate or minimize toxic workplace stress.
- Review effective tools including the Psychological Health and Safety in the Workplace Standard (CSA), Mental Injury Toolbox (OHCOW) and Guarding Minds at Work (CMHA).

Audience: OH&S Committee Members, Managers, Worker Representatives and Supervisors.

ERGONOMICS FOR DRIVERS & EQUIPMENT OPERATORS

ON
REQUEST
ONLY

This ergonomics course is designed to provide the knowledge and skills to assess all aspects of ergonomics for drivers and heavy equipment operators.

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.

Audience: OH&S Committee Members, Managers, Worker Representatives and Supervisors.

EMERGENCY PREPAREDNESS

ON
REQUEST
ONLY

No workplace is immune from potential emergencies or disasters. This course provides participants with a fundamental understanding of the planning and preparations needed to assist workplaces to respond before, during and after an emergency/disaster in order to reduce the effects.

In this course participants will:

- Learn the many components of emergency preparedness plans.
- Identify legal obligations to develop emergency preparedness plans.
- Discuss how Joint Health and Safety Committees should be involved in the development and implementation process.

Audience: OH&S Committee Members, Managers, Worker Representatives and Supervisors.

SECTION 117

Workers Compensation Act -
General Duties Of Supervisors

(1) Every supervisor must:

- (a) ensure the health and safety of all workers under the direct supervision of the supervisor,
- (b) be knowledgeable about this Part and those regulations applicable to the work being supervised, and
- (c) comply with this Part, the regulations and any applicable orders.

(2) Without limiting subsection (1), a supervisor must

- (a) ensure that the workers under his or her direct supervision
 - (i) are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and;
 - (ii) comply with this Part, the regulations and any applicable orders,
- (b) consult and cooperate with the joint committee or worker health and safety representative for the workplace, and
- (c) co-operate with the Board, officers of the Board and any other person carrying out a duty under this Part or the regulations.

“supervisor” means a person who instructs, directs and controls workers in the performance of their duties

SUPERVISOR OH&S RESPONSIBILITIES

PART 1

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. A supervisor is required to be qualified by knowledge, training and experience in the work they oversee, be familiar with the legislation that applies to their workplace and knowledgeable about actual or potential workplace hazards, so they can in turn advise workers about these hazards.

In this course participants will:

- Discuss legal requirements and responsibilities (Provincial and Federal).
- State the supervisor’s role in addressing work refusals and conducting investigations.
- Identify the supervisor’s role in conducting workplace inspections.
- Learn the principles of demonstration of “due diligence”.

This program also reviews relevant case law and provisions of the Criminal Code of Canada (Bill C-45) to help participants better identify types of work that are supervisory in nature and their related legal duties, and understand the consequences of non-compliance.

Audience: Supervisors, Managers and Worker Representatives.

SUPERVISOR OH&S RESPONSIBILITIES

PART 2 (NEW)

The Supervisor Part 2 course has been designed to allow participants to pick up where our Supervisor Part 1 leaves off and further develop the concepts, tools and resources needed to tackle supervisor roles and responsibilities at their workplaces. Completion of this course will further enhance those skills you’ve obtained from your workplace experience and the completion of Supervisor Part 1.

In this course participants will:

- Understand the supervisor’s role in interpreting OH&S legislation.
- Learn how to develop and implement SWP’s (safe work procedures) specific to OH&S programs.
- Understand the supervisor’s role in demonstrating leadership.
- Learn how to be an effective communicator by developing and conducting a safety crew talk.
- Understand the role of the Inspection Authority in your workplace.

Audience: Supervisors, Managers and Worker Representatives.

Prerequisite: Completion of the Supervisor OH&S Part 1 course is required before taking this course.

IMPROVING RETURN TO WORK OUTCOMES

As disability-related costs increase, workplaces struggle with reintegrating workers with disabilities. Return to Work (RTW) education simplifies this process by focusing on RTW as a Health & Safety issue that must respect the fundamental principles of human rights. This workshop utilizes research-based RTW practices to equip participants with effective tools and strategies to improve the facilitation of successful work reintegration outcomes.

In this course participants will:

- Identify how the duty to accommodate does not guarantee an outcome but requires a process.
- Develop a process that performs an individual investigation of a worker with disabilities’ needs and characteristics.
- Practise the development of creative solutions that lead to reasonable accommodation.
- Learn the legal responsibilities of the employer, unions and workers in the accommodation process so that a collaborative approach can be adopted.
- Explore the paradigm shift from managing disability to preventing work disability that integrates health & safety practices with return to work solutions to produce a new proactive approach to RTW that will result in lower human and financial costs.

Audience: OH&S Committee Members, Managers, Worker Representatives, Supervisors, anyone with RTW responsibilities.



ACCOMMODATING MENTAL HEALTH ISSUES (NEW)

ON REQUEST ONLY

The objective of this workshop is to provide participants with the tools to develop strategies to assist workers with mental health issues, individually and collectively; and return them to long term healthy and productive employment using the law, and evidence-based best practices.

In this course participants will:

- Learn about the myths and facts of mental illness.
- Identify the stigma associated with mental illness.
- Review the law regarding the accommodation of mental health issues.
- Experience strategies to effectively accommodate workers with mental health issues.
- Review effective strategies and tools to produce an action plan to create a supportive environment conducive to the accommodation of mental health.



RETURN TO WORK (RTW) PROGRAM DEVELOPMENT & ASSESSMENT

ON REQUEST ONLY

We can provide in-house coaching for RTW program structure and implementation, and elements of an effective RTW plan.

The goal of our services is to promote new evidence-based Return To Work principles and strategies designed to produce effective, efficient, sustainable Return to Work outcomes that provide therapeutic value to employees with disabilities. By doing so, along with utilizing disability prevention principles, we can ensure that workplace Return to Work practices comply with all applicable legislation and eliminate unnecessary costs.

Disability prevention requires employer and union involvement, support and accountability. Both are key contributors in the process, participating actively as decision-makers, planners and coordinators of interventions and services. It is important for both labour and management to assess their joint capacities for responding to injury and disability. This often requires an initial analysis of joint strengths and weaknesses, as well as an assessment of the resources available to properly manage accommodation and Return To Work activities among workers with disabilities. In the final analysis, how you make decisions at the strategic level is just as important as the decision itself. The best decision in the world is nothing without a powerful consensus for action. Contact the Centre for more information.

Upon completion of a course, you'll receive a 'Certificate of Achievement'.



FEDERAL HEALTH & SAFETY COMMITTEE & SUPERVISOR EDUCATION

ON REQUEST ONLY

Certain workplaces such as Railways, Airports, Inter-Provincial Transport, Pipelines, Broadcasting Systems, Marine Shipping, Telephone Systems and Federal Government employees fall under federal health & safety legislation (Canada Labour Code Part II). This legislation specific program aims to prepare OH&S Committee members in the federal jurisdiction to play an active and confident role on joint committees.

MINING SECTOR HEALTH & SAFETY COMMITTEE & SUPERVISOR EDUCATION

ON REQUEST ONLY

In British Columbia, mining operations and exploration activities fall under: The Health, Safety and Reclamation Code for Mines in British Columbia. Our courses are tailored to reference this specific legislation. Contact the Centre for more information.





2016 Public Course Schedule

	OH&S Committee Part 1	OH&S Committee Part 2	Improving Committee Effectiveness	Understanding & Conducting Risk Assessments	Incident Investigations	Occupational Health *NEW*	Women's Health & Safety in the Workplace	Bullying & Harassment	Strains, Aches & Pains (Ergonomics)	Prevention of Violence in the Workplace	Stress in the Workplace	Supervisor OH&S Responsibilities Part 1	Supervisor OH&S Responsibilities Part 2 *NEW*	Improving Return to Work Outcomes
Lower Mainland														
New Westminster	3-May 13-Dec	4-May 14-Dec	4-May 15-Dec	5-May 15-Dec	12-May 15-Dec	12-May 6-Dec	6-Dec	11-May 7-Dec	8-Dec	20-Dec	5-May 7-Dec	10-May 13-Dec	11-May 14-Dec	10-May 8-Dec
Vancouver	15-Mar 23-Jun	16-Mar 24-Jun			17-Mar					1-Mar				
Surrey	4-Oct	5-Oct	6-Oct	13-Oct	6-Oct			14-Oct	7-Oct	28-Jul	5-Oct	12-Oct	13-Oct	12-Oct
Whistler	6-Jun	7-Jun		16-Jun	15-Jun			6-Jun	9-Jun	8-Jun	7-Jun	13-Jun	14-Jun	13-Jun
Fraser Valley														
Abbotsford	13-Apr	14-Apr			15-Apr				29-Feb	1-Mar				
BC North														
Fort St. John	27-Sep	28-Sep	28-Sep	29-Sep	29-Sep			29-Sep		30-Mar		27-Sep		28-Sep
Dawson Creek	31-Mar	1-Apr												
Fort Nelson	26-Sep									27-Sep				
Prince George	7-Jun 16-Nov	8-Jun 17-Nov	8-Jun	9-Jun	9-Jun	9-Jun	15-Nov	16-Nov	29-Feb	1-Mar	17-Nov	7-Jun	8-Jun	15-Nov
Kitimat	13-Sep	14-Sep		13-Sep		14-Sep	8-Mar	14-Sep			15-Sep			13-Sep
Prince Rupert	5-Apr	6-Apr		6-Apr		7-Apr					6-Apr			5-Apr
Terrace	20-Jul	21-Jul	16-Sep		15-Sep				22-Feb	15-Sep				
Smithers	17-May	18-May												
Queen Charlotte City	9-Aug													
Burns Lake	30-Aug	31-Aug												
Mackenzie	17-Oct	18-Oct												
Vanderhoof	30-Aug	31-Aug												
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Don't see your Community on our public schedule? Interested in in-house training options?</p> <p>If you have a minimum of 10 people we can respond to custom requests. Contact the Centre for availability and a cost quote.</p> </div> <div style="width: 50%; text-align: center;"> <h3 style="color: red;">PARTICIPANT COST: \$115*</h3> <p style="color: red; font-size: small;">* When registering 14 days in advance.</p> <p>All Courses are eight hours in length from 8:30am to 4:30pm.</p> <p style="color: red;">Course dates and offerings are subject to change, please check healthandsafetybc.ca for updates.</p> </div> </div>														
Interior														
Quesnel	17-May	18-May												
Williams Lake	17-May	18-May												
Kamloops	25-Oct	26-Oct	26-Oct	27-Oct	27-Oct			26-Oct	28-Oct	11-May	27-Oct	25-Oct	26-Oct	25-Oct
Kootenays														
Castlegar	31-May	1-Jun	2-Jun	2-Jun	1-Jun	2-Jun		1-Jun		19-Jul		31-May		
Cranbrook	20-Sep	21-Sep	23-Sep	21-Sep	22-Sep			22-Sep	29-Feb	1-Mar				20-Sep
Okanagan														
Penticton	16-Jun													
Vernon	14-Jun													
Kelowna	22-Nov	23-Nov	24-Nov	17-Nov	24-Nov	22-Nov	15-Nov	23-Nov	17-Nov	15-Jun	16-Nov	15-Nov	16-Nov	22-Nov
Sunshine Coast														
Powell River	30-Aug	31-Aug												
Vancouver Island														
Campbell River	29-Nov				30-Nov									
Nanaimo	19-Apr 25-May	20-Apr 26-May	20-Apr	21-Apr	21-Apr			21-Apr	29-Feb	1-Mar		26-Apr	27-Apr	27-Apr
Victoria	1-Nov	2-Nov	3-Nov	2-Nov	10-Nov	3-Nov	8-Nov	2-Nov	10-Nov	27-May	9-Nov	8-Nov	9-Nov	1-Nov