



**BCFED Health & Safety  
Centre**

**2021 COURSE GUIDE AND SCHEDULE**



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BCFED Health & Safety Centre

[www.healthandsafetybc.ca](http://www.healthandsafetybc.ca)

**PREVENTION THROUGH EDUCATION**



**BC Federation  
of Labour (CLC)**

# BCFED Health and Safety Centre Programming

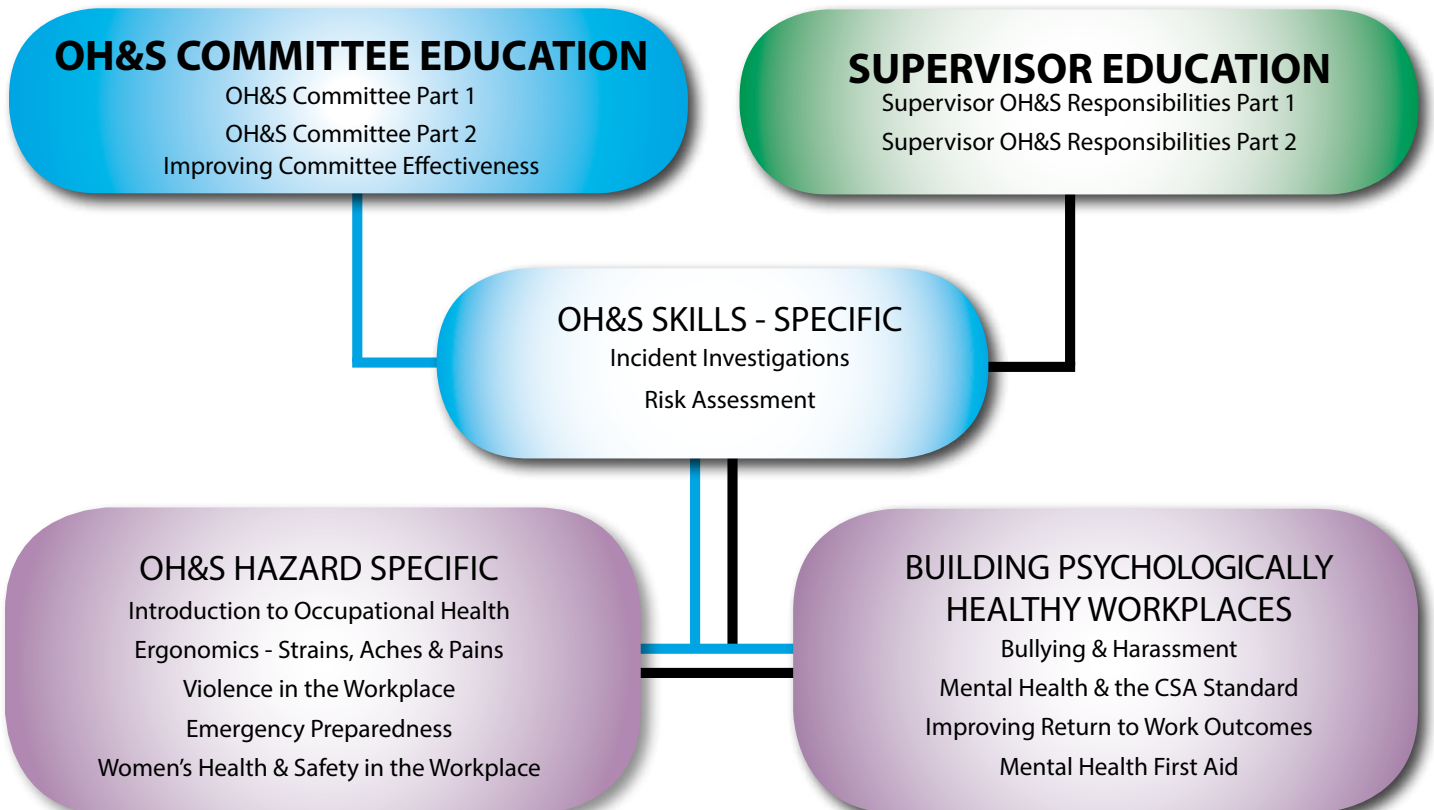
- We have become **the largest** provider of health and safety education for **OH&S Committees** in the province of BC.
- Our new **Supervisor OH&S Responsibilities** program stream has had unprecedented uptake.
- Our **Return to Work** Program has been influencing change in workplace practices.
- Our **Building Psychologically Healthy Workplaces** Program is responding to evolving workplace needs.
- We are the largest provider of peer-to-peer **Young and New Worker** OH&S Rights Education in the province.
- Our **Employment Program OH & S** reaches at-risk and marginalized youth.
- The Centre is a primary provider of targeted OH&S education for **Migrant Workers**.
- We provide one-of-a-kind OH&S education through our **English as an Additional Language (EAL)** program for new Canadians.



For more information on our Young & New Worker, Migrant Worker, and EAL programs, please go to [www.healthandsafetybc.ca](http://www.healthandsafetybc.ca)

## OH&S Learning Streams

We have designed our course offerings to provide participants with a sequential learning progression, followed by content that can meet the needs of participant OH&S responsibilities or specific workplace hazards.





# OCCUPATIONAL HEALTH & SAFETY COMMITTEE PART 1

This introductory or “fundamentals” 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 and Worker Representatives
- Learn about health and safety legislation (provincial and federal), workplace parties’ rights and responsibilities including the Right to Refuse unsafe work.
- Indicate key elements of having an effective committee and the process of evaluation.
- Identify the legal requirements of workplace inspections and investigations.
- Understand how to conduct effective workplace inspections.
- Learn about principles of workplace assessment and control strategies.

Note: This course meets the (provincial) mandatory minimum training requirements effective April 2017 for new joint committee members.

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

\*Courses specific to federal OH&S legislation and healthcare are available on request.

# OCCUPATIONAL HEALTH & SAFETY COMMITTEE 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 develops the concepts, tools and resources needed to tackle advanced OH&S issues.

## In this course participants will:

- Understand hazard identification and assessment & control principles. (inspections, job safety analysis, work procedures and hazard reporting methods).
- Discuss legal requirements (provincial & federal) and the elements of an effective health & safety program.
- Learn how to research and utilize OH&S legislation.
- Learn hazard control principles, setting priorities, hierarchy of controls & developing effective recommendations.
- Introduction to the importance of understanding health hazards as part of hazard identification.

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

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

\*Courses specific to federal OH&S legislation and healthcare are available on request.



## SECTION 135

### Workers Compensation Act

- 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.

### OHSR 3.27 Minimum Training Requirements For New Joint Committee Members Or Worker Health And Safety Representatives

- (2) The employer must ensure that each member of the employer’s joint committees who was selected on or after April 3, 2017 to be a member receives, as soon as practicable but no more than 6 months after becoming a member, a total of at least 8 hours of instruction and training, as set out in subsection (4).
- (10) For greater certainty, the instruction and training required under subsection (2) or ) of this regulation is not educational leave as set out in section 135 of the Workers’ Compensation Act.

## 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. In provincially-regulated workplaces, parties are 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 the investigators responsibility to gather the facts, objectively assess those facts, and arrive at corrective recommendations to prevent future incidents.

Incident investigations are a fundamental function and responsibility of supervisors and Joint Health and Safety Committees but they often don't have the proper insight on how to conduct an effective investigation. This course will provide participants with the opportunity to improve their 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 an incident investigation in class and put theory into practice.

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

\*Courses specific to federal OH&S legislation (Hazardous Occurrence Investigations) are available on request.

### Participation in Incident Investigations

Section 173 of the Act requires that both a preliminary investigation (section 175) and a full investigation (section 176) be conducted. Section 174 of the Act specifies that these investigations must be carried out by persons knowledgeable about the type of work involved. It also requires the participation of the employer representative, and a worker representative. Pursuant to section 174 (1.1) of the Act and section 3.28 of the regulation, the participation of a worker representative includes, but is not limited to, the following:

- Viewing the scene of the incident with the persons carrying out the investigation
- Providing advice respecting the methods used to carry out the investigation, the scope of the investigation, or any other aspect of the investigation
- Assisting the persons carrying out the investigation with:
  - Gathering information relating to the investigation
  - Analyzing the information gathered during the investigation
  - Identifying any corrective actions necessary to prevent recurrence of similar incidents

### ENSURING PARTICIPATION

Employers are expected to ensure the participation of worker representatives in incident investigations - OHS Guideline G-D10-174-1.

## IMPROVING COMMITTEE EFFECTIVENESS

We've heard from many Joint OH&S Committee members about their successes and challenges. Participants will learn to evaluate their performance, as well as develop the tools, resources and strategies to build on their successes and tackle the tough OH&S issues at their workplaces.

Effective April 2017 provincial OH&S regulations require an annual evaluation to measure the effectiveness of your committee. Participants will use the new WCB Evaluation Tool to identify opportunities to improve the effectiveness of their committees. If you completed an evaluation in the past year, please bring it to class.

### In this course participants will:

- Indicate key elements of an effective OH&S Committee.
- Identify barriers facing an OH&S Committee and develop practical strategies and solutions to deal with them.
- Understand group dynamics and stages of group development.
- Practice how to solve issues and understand the dispute resolution process.
- Learn how to assess OH&S Committee activities and create a written evaluation using an evaluation tool.
- Learn how to develop short and long-term goals for the OH&S Committee and implement changes to improve health and safety.

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

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

### OHSR 3.26 Evaluation Of Joint Committees

- (2) An employer must ensure that, with respect to each of the employer's joint committees, a written evaluation is conducted annually by (a) the co-chairs of the joint committee or, with respect to each co-chair, the member or members of the joint committee designated by the co-chair, or (b) the employer or a person retained by the employer.

## 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 and 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 those 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 incident 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 understand types of work that are supervisory in nature, their related legal duties and the consequences of non-compliance.

**Audience:** Supervisors, Managers and Worker Representatives.

\*Courses specific to federal OH&S legislation are available on request.

### 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 2

The Supervisor OH&S Responsibilities Part 2 course has been designed to pick up where our Supervisor OH&S Responsibilities Part 1 leaves off. It assists participants to further develop the concepts, tools and resources needed to properly comply with supervisor OH&S roles and responsibilities at their workplaces. Completion of this course will further enhance skills obtained from workplace experience and the completion of Supervisor OH&S Responsibilities Part 1.

### In this course participants will:

- Understand the supervisor's role in interpreting OH&S legislation, specific to regulation, policy and guidelines.
- Learn how to develop and implement safe work procedures (SWP) specific to OH&S programs.
- Understand the supervisor's role in demonstrating leadership.
- Practice effective communication by developing and conducting a three minute crew safety talk in class.
- Understand the role of the inspection authority in your workplace.

**Audience:** Supervisors, Managers and Worker Representatives.

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

\*Courses specific to federal OH&S legislation are available on request.

## UNDERSTANDING & CONDUCTING RISK ASSESSMENTS

Assessing risk is an approach to OH&S. Both federal and provincial OH&S legislation requires all employers to assess a variety of situations pertaining to risk in their workplaces. This course will cover when a risk assessment must be completed and will give participants hands-on experience in a variety of methods to conduct risk assessments.

### In this course participants will:

- Learn about the risk assessment process specific to hazard identification.
- Analyze and evaluate the risk associated with specific hazards and determine appropriate ways to eliminate or control those hazards.
- 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 increase awareness of hazards and risks.
- Learn how to implement controlled measures, by conducting a risk assessment.
- Discuss the requirements, who is responsible and the consequences of non-compliance.

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

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

\*Courses specific to federal OH&S legislation are available on request.





# WOMEN'S HEALTH & SAFETY IN THE WORKPLACE

(on request only)

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

This course provides participants with the opportunity to develop their ability to identify, assess and control workplace hazards from a woman's perspective.

## In this course participants will:

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

**Audience:** Health and safety committee members and all women who want to know more about how to make our workplaces and lives safer and healthier.

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

# 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 impacts.

## In this course participants will:

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

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

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



OH&S HAZARD SPECIFIC

# OH&S LEGISLATION UPDATE

(on request only)

This course offers a unique opportunity for participants to update their occupational health and safety knowledge on existing and new OH&S legislation (both provincial and federal). Let us facilitate a discussion to help your leadership improve their knowledge and skills and discover the tools available to effectively tackle OH&S issues in their workplaces.

## In this course participants will:

- Review recent changes to OH&S committee legal duties and functions.
- Review accident investigation procedure changes resulting from Bill 9.
- Review bullying and harassment and ergonomics regulation requirements.
- Understand the risk assessment process and legal requirements.
- Review the new globally harmonized system (GHS) requirements.
- Discuss how duty to accommodate relates to OH&S.

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



## MENTAL HEALTH & THE CSA STANDARD

Each year in Canada one in five people will experience a mental health problem or illness. Over a lifetime that number increases to one in three. The impact to our economy is a cost of more than 51 billion dollars.

The objective of this workshop is to provide participants with the tools to create strategies that will support workers with mental health issues, individually and collectively.

A psychological health and safety management system can help an organization identify hazards that can contribute to psychological harm to the worker. It is a preventive approach that assesses your workplace practices and identifies areas for improvement. A voluntary CSA standard (Psychological Health and Safety in the Workplace) has been developed to help organizations work towards this vision as part of a process of continual improvement.

### In this course participants will:

- Learn about the myths and facts of mental illness.
- Identify the stigma associated with mental health illness.
- Identify organizational factors that contribute to mental illness.
- Learn how to apply the CSA standard for Psychological Health and Safety in the workplace as an effective strategy to create a workplace environment supportive of mental health.
- Learn about other resources available to workplaces.

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

**Prerequisite:** Completion of OHS Committee Part 1 or Supervisor Responsibilities Part 1 is recommended.





## BULLYING & HARASSMENT

Workplace bullying and harassment can take many forms, including verbal aggression, spreading malicious rumours, personal attacks, hazing, cyber bullying and other intimidating or humiliating behaviours. If workplace bullying and harassment is not addressed, it can lead to lost productivity, anxiety, and sometimes even suicidal or homicidal thoughts or actions.

It is important that all workers understand what workplace bullying and harassment is and what it is not. It is also equally important for workers to know what steps they need to take when witnessing or experiencing bullying and harassment.

Workplace bullying and harassment is an occupational hazard and therefore all sections of the *Workers Compensation Act* that protect workers from exposure to hazards are applicable. Joint Occupational Health & Safety Committees need to understand their role in taking reasonable steps to eliminate or minimize workplace bullying and harassment.

### In this course participants will:

- Define workplace bullying and harassment under both human rights law and health and safety law.
- Recognize the significant negative impact on individuals and organizations.
- Determine sources and root causes of workplace bullying and harassment and create effective proactive strategies to address it.
- Identify the requirements of WCB workplace bullying and harassment policies and their application.

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

\*A half-day version of this eight-hour course for workers and management general awareness is available on request. Request "B&H Short."

## MENTAL HEALTH FIRST AID

The Mental Health First Aid (MHFA) training course was developed by the Mental Health Commission of Canada to help people provide initial support to someone who may be developing a mental health problem or experiencing a mental health crisis. MHFA teaches mental health first aid skills. The course does not train people to be therapists, counselors, or mental health professionals. The philosophy behind MHFA is that a mental health crisis, such as suicidal and self-harming actions, may be avoided through early intervention. If a crisis does arise, an MHFA trained person in the workplace can take action that may reduce the harm that could result. Just as physical first aid is administered to an injured person before medical treatment can be obtained, MHFA is given until appropriate treatment is found or until the crisis is resolved.

This 12-hour evidence-based MHFA basic course will cover substance-related disorders, mood-related disorders, anxiety and trauma-related disorders and psychotic disorders.

### In this course participants will:

- Increase awareness of signs and symptoms of the most common mental health problems.
- Decrease stigma related to mental health.
- Gain confidence interacting with individuals experiencing a mental health problem or crisis.
- Increase knowledge to help individuals in crisis or experiencing a mental health problem.

**Audience:** OH&S Committee Members, Supervisors, Managers, First Aid Attendants, or anyone that wishes to increase their skills to support their fellow workers.  
Note: This is a two-day (12 hour) course.



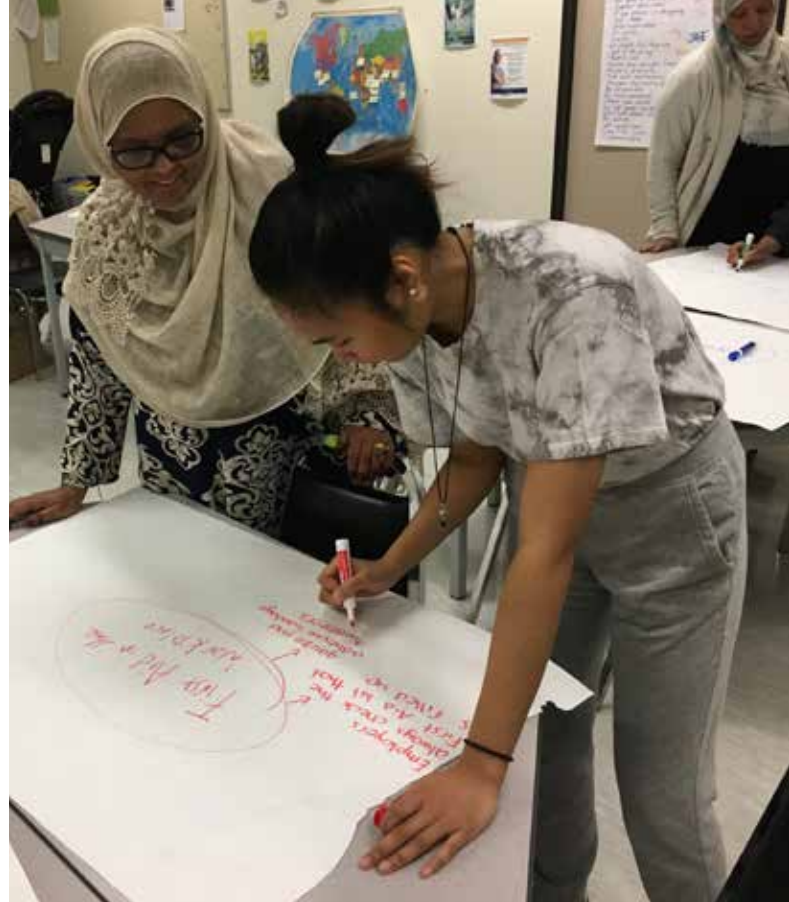
## IMPROVING RETURN TO WORK OUTCOMES

As disability-related costs increase, workplaces struggle with re-integrating workers with disabilities. Return to Work (RTW) education simplifies this process by focusing on RTW as a health and 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 facilitate 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.
- Practice 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 and 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.



## SECTOR SPECIFIC

### MINING SECTOR HEALTH & SAFETY COMMITTEE & SUPERVISOR EDUCATION

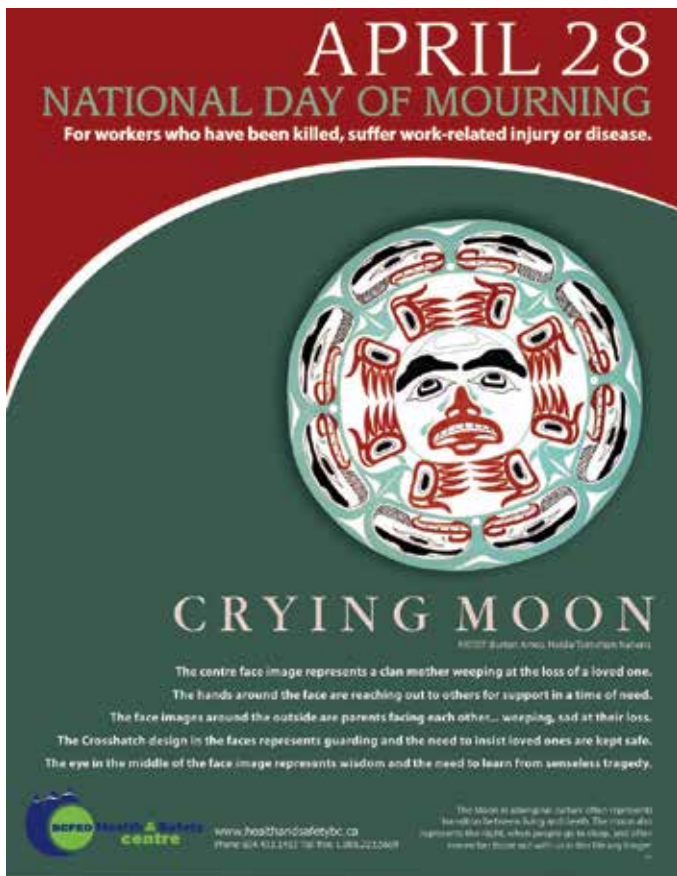
In British Columbia, mining operations and exploration activities fall under the *Health, Safety and Reclamation Code for Mines* in British Columbia. Our courses are tailored to reference this specific legislation.

**Contact the Centre for a current list of mining-sector specific OH&S courses.**

### FEDERAL HEALTH & SAFETY COMMITTEE & SUPERVISOR EDUCATION

Certain workplaces such as railways, airports, inter-provincial transport, pipelines, broadcasting systems, marine shipping, telephone systems and federal government employees fall under federal health and 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. The majority of our courses are available in a "federal legislation" format.

**Contact the Centre for a current list of federal-sector specific OH&S courses.**



Day of Mourning Poster



# Your Health & Safety Education Resource

## THE LAW

- ✓ Joint Health and Safety Committees are legally required in workplaces with more than 20 employees. Workplaces with less than 20 employees require a worker-designated Health and Safety Representative.
- ✓ Section 135 of the Workers' Compensation Act (WCA) requires the employer to pay for a committee member or worker-representative's chosen training course as well as provide annual educational leave without loss of pay. (Federal and Mining OHS Legislation has similar requirements)
- ✓ New sections to the WCB Occupational Health and Safety Regulation took effect April 3, 2017:
- ✓ Section 3.27: Establishes mandatory minimum training and education for new joint committee members and worker-representatives. (\*This is in addition to the annual eight-hour education entitlement for OHS committee members in Section 135 of the WCA)
- ✓ Section 3.26: Requires an annual evaluation to measure the effectiveness of joint committees by the co-chairs.
- ✓ Section 3.28: Requires worker-representatives to be involved with the gathering, analyzing and identifying of corrective actions in workplace incident investigations.
- ✓ The Centre receives its program funding from WCB. When training is requested the employer must act in a manner consistent with the purpose and intent of section 135. Permission must not be unreasonably denied.

## OUR COURSES

- OH&S Committees Part 1 & 2
- Incident Investigations
- Improving Committee Effectiveness
- Supervisor OH&S Responsibilities Part 1 & 2
- Understanding & Conducting Risk Assessments
- Mental Health First Aid
- Mental Health and the CSA Standard
- Workplace Bullying & Harassment
- Improving Return to Work Outcomes
- Ergonomics
- Prevention of Violence in the Workplace
- Introduction to Occupational Health
- Women's Health & Safety in the Workplace

Each 8 hr course satisfies Sec. 135 of the Workers Compensation Act. Provincial, Federal & Mining Regulations reviewed.



BC FED Health & Safety Centre

For schedule and course descriptions:

[healthandsafetybc.ca](http://healthandsafetybc.ca)

Toll-free: 1.888.223.5669

