



Prevention Through Education

BCFED HEALTH & SAFETY CENTRE COURSE DESCRIPTIONS

Note: The courses below 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 the **Workers Compensation Act**. Wages, course fees and reasonable costs of attending must be paid by the employer.

OCCUPATIONAL HEALTH & SAFETY PART 1 (BASIC COURSE)

GOAL:

The goal of this introductory Occupational Health & Safety (OH&S) course is to 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 the **OH&S Regulation** and the **Workers Compensation Act**, 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 the **OH&S Regulation**.

OCCUPATIONAL HEALTH & SAFETY PART 2 (ADVANCED COURSE)

GOAL:

The OH&S Part 2 (Advanced 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.

LEARNING OUTCOMES:

In this course participants will:

- Review health and safety rights and responsibilities.
- Discuss barriers facing Joint OH&S Committees and develop creative strategies and solutions to deal with them.
- Learn about OH&S trends and how they impact the work of the Committee.

- Learn how to use the **OH&S Regulation** and the **Workers Compensation Act** as resources.
- How to mobilize support for dealing with the barriers preventing the solution of health and safety hazards.
- How to strategize alternative and creative approaches to making workplace changes to improve health and safety

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

INCIDENT INVESTIGATIONS

GOAL:

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 **Workers Compensation Act** and **OH&S Regulation** 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 put develop effective corrective actions.
- Conduct an incident investigation and put theory to practice.

STRAINS, ACHES & PAINS: WHAT JOINT HEALTH & SAFETY COMMITTEES NEED TO KNOW ABOUT ERGONOMICS

GOAL:

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 Course) is advantageous before taking this course.

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?

In this course participants will:

- Learn about the relationship between health and environmental effects of exposure to chemical hazards at your workplaces.
- Learn about worker rights and protections under the WCB OH&S Regulation.
- 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.

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.

GOAL:

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 what the requirements of the Violence in the Workplace Regulation are 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.

ERGONOMICS FOR DRIVERS & 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.

GOAL:

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.

UNDERSTANDING AND PREVENTING STRESS IN THE WORKPLACE

GOAL:

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.

ADDITIONAL OH&S EDUCATIONAL OPPORTUNITIES:

(Not part of eight-hour training, and there is no charge to the workers).

YOUNG WORKER HEALTH & SAFETY PROGRAM

The goal of the Young Worker Health & Safety Program is to educate young workers and students around the province about occupational health and safety and how to prevent injuries, accidents and deaths. The workshops are designed to give students and young workers an understanding of the Workers Compensation Act and the Employment Standards Act which govern their rights and responsibilities in the workplace. The workshops will also provide students with the skills to interpret and respond appropriately to different situations that may arise in their workplaces with regards to their rights.

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

The goal of this 21-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.

MIGRANT/FOREIGN WORKER OH&S EDUCATIONAL SESSIONS

The goal of these three-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, bilingual facilitators taking the lead role and translating for Centre staff. The sessions are designed using the popular education model, 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.

For more information contact:

BCFED HEALTH & SAFETY CENTRE (Funded by WCB)

200-5118 Joyce Street
Vancouver, BC V5R 4H1
Telephone: 604-430-1421
Toll Free: 1-888-BCFL NOW (223-5669)
Facsimile: 604-430-5917
E-Mail: ohsadmin@bcfed.ca

WWW.BCFEDHSC.CA

