

## COURSE TOPICS (8 Hours)

<b>Section 1</b> <b>JOINT HEALTH AND SAFETY</b> <b>COMMITTEES</b>	<b>Section 2</b> <b>INCIDENT</b> <b>INVESTIGATIONS</b>	<b>Section 3</b> <b>WORKPLACE</b> <b>INSPECTIONS</b>
<ol style="list-style-type: none"> <li>1. BC JHSC Regulation Review</li> <li>2. When is a committee required?</li> <li>3. What is a JHSC</li> <li>4. What is a committee's role</li> <li>5. Duties and Function of a Committee</li> <li>6. Organizing the committee</li> <li>7. Committee Representation and Size</li> <li>8. Selection of members and alternate members</li> <li>9. Co-chair and secretary duties</li> <li>10. Terms of reference (rules of procedure) review</li> <li>11. Activities of a committee</li> <li>12. How to Listen and Deal with Worker Complaints</li> </ol>	<ol style="list-style-type: none"> <li>1. BC Incident Investigation Regulation Review</li> <li>2. What is an incident investigation?</li> <li>3. Purpose of incident investigations</li> <li>4. Employer and Supervisor Responsibilities</li> <li>5. Who should conduct an investigation</li> <li>6. When should an investigation be conducted</li> <li>7. Responding to an accident/incident</li> <li>8. Investigations Steps: collecting facts, conducting interviews</li> <li>9. Conducting Interviews</li> </ol>	<ol style="list-style-type: none"> <li>1. BC Workplace Inspections Regulation Review</li> <li>2. What is a workplace inspection</li> <li>3. Purpose of a workplace inspection</li> <li>4. Conducting Inspections</li> <li>5. Reporting Hazards and Unsafe Conditions</li> <li>6. Hazard Rating System</li> <li>7. Hazard Identification</li> <li>8. What to look for during an inspection?</li> <li>9. When to conduct a workplace inspection?</li> </ol>

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<ul style="list-style-type: none"> <li>13. Refusal of Unsafe Work Procedures. 2022 Reg changes on refusal of work (worker replacement)..</li> <li>14. Right to Know and Right to Participate</li> <li>15. JHSC Meeting Procedures</li> <li>16. When should a meeting be conducted</li> <li>17. Process on conducting the meeting</li> <li>18. Tips for smoothly running a meeting</li> <li>19. Ineffective Meeting Examples</li> <li>20. Committee Education Leave</li> <li>21. Record Keeping</li> <li>22. Posting of Minutes and JHSC Member Names</li> <li>23. Sample JHSC Meeting Agenda Review</li> <li>24. Sample JHSC Minutes Review</li> <li>25. Annual Evaluation Tool Review</li> <li>26. Final Exam (multiple choice and written questions)</li> </ul>	<ul style="list-style-type: none"> <li>10. Determining the root cause</li> <li>11. Sequence of events</li> <li>12. Communication of Recommendations</li> <li>13. Corrective actions and follow up</li> <li>14. Completing an Investigation Report</li> <li>15. Preliminary, Interim Corrective Action, Full Investigation &amp; Full Corrective action Reports.</li> <li>16. Reporting incidents to WorkSafeBC</li> <li>17. Dealing with Emotions</li> <li>18. Defusing Sessions</li> <li>19. Debriefing Situations</li> <li>20. Critiquing Situations</li> <li>21. Final Exam (multiple choice and written questions)</li> </ul>	<ul style="list-style-type: none"> <li>10. Correcting unsafe conditions or acts</li> <li>11. After the inspection Procedures</li> <li>12. Monitoring Employees</li> <li>13. WorkSafeBC Officer Inspection Process.</li> <li>14. WorkSafeBC Inspection Report Postings.</li> <li>15. Sample workplace inspection checklist</li> <li>16. Final Exam (multiple choice and written questions)</li> </ul>



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