

Occupational Health and Safety (OH&S) training helps to build more effective committees who are better equipped to fulfil their role in health and safety at their workplaces. Well-functioning, proactive committees are the key to the prevention of workplace injuries and illnesses.

Within six months of appointment, OH&S committee representatives are entitled to eight hours of OH&S committee training (employer paid). The Workers Compensation Act also stipulates an **additional** eight hours of training every year. **(This means OH&S representatives in their first year of appointment are entitled to 16 hours of training).**

BCGEU courses are participatory and designed to deliver the training in an effective and engaging format to appeal to all types of learners. All courses are open to worker and employer representatives. Courses can be organized for specific worksites by request.

- To view the yearly calendar of courses, visit: <https://ohs.bcgeu.ca>
- Register for non-government OH&S courses at: <https://events.bcgeu.ca/ohs>
- For assistance or more information, contact [OHS@bcgeu.ca](mailto:OHS@bcgeu.ca)

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### Anti-bullying and Harassment Training (2-hour and 4-hour formats)

**This course is open to all members**

Bullying has become such a concern that government, unions and workplaces recognize this issue must be addressed. The Worker's Compensation Board requires employers to have policy and procedures in place to address the issue of bullying and harassment. Collective agreement language can also address this issue but training is needed to fully understand this hazard and how workers, employers and supervisors should respond. This course will provide you with the skills needed to address bullying in the workplace in order to make it a safe and comfortable place to work.

In this course, you will learn:

- Definition of what is bullying and what is not considered bullying
- Causes of bullying
- Legal requirements – Workers Compensation Board and collective agreement language
- How to address the issue
- Social media and cyber-bullying or harassment
- Prevention strategies and actions

### Basic OH&S Committee Training (pre-requisite)

**Duration: 8 hours**

This introductory course meets the criteria set by WCB Regulation and is a prerequisite for all other BCGEU OH&S courses. It is a mandatory course for new committee members. For those who have been on the committee for longer than 2 years, this course is a great refresher.

In this course, you will learn:

- Occupational health and safety rights – Right to Know, Right to Participate, Right to Refuse Unsafe Work and Right to No Discrimination
- Introduction to the Workers Compensation Act and Occupational Health and Safety Regulation
- Duties and functions of a joint committee
- Rules of procedure or committee terms of reference
- Roles and responsibilities of the employer, supervisor, workers and committees
- Requirements respecting workplace inspections and incident investigation
- Requirements respecting committee evaluation

### Building Effective OH&S Committees (NEW!)

**Duration: 8 hours**

**This course is for OH&S committee representatives with more than 6 months experience serving on an OH&S committee.**

This introductory course meets the criteria set by WCB Regulation and is a prerequisite for all other BCGEU OH&S courses. It is a mandatory course for new committee members. For those who have been on the committee for longer than 2 years, this course is a great refresher.

In this course, you will learn:

- Key elements of an effective joint OH&S committee
- Group dynamics and stages of group development.
- How to solve issues and learn to use the dispute resolution processes available through OH&S legislation.
- Identify barriers facing a committee and develop practical strategies and solutions to deal with them.
- Learn the importance of developing terms of reference for your committee
- Learn how to conduct an annual committee evaluation

### Women's Health and Safety in the Workplace (NEW!)

**Duration: 8 hours**

All workers face health and safety issues at work but many of these issues 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, you will learn:

- How women's physical and psychological health is affected by toxic workplace substances, work design, and work organization.
- Workplace stressors such as inequity, domestic and gender based violence, sexual harassment, shiftwork.
- Human rights legislation which requires the employer to address workplace hazards that predominately affect women.
- Learn how pregnancy and menopause can impact women's safety at work.

### Incident Investigations

**Duration: 8 hours**

An incident happens at your workplace and you suddenly get a call to participate in an investigation. What do you do? What is the purpose of an investigation? What is required? This course will answer all these questions and provide you with the opportunity to improve your investigative skills.

In this course, you will learn:

- Legal requirements for conducting incident investigations
- Employer and worker representative participation
- The 7 step process – secure the scene, collect data, develop the sequence of events, determine the causes, recommendations, write the report, refer other hazards
- Effective interviewing skills
- Multiple causation models
- The hierarchy of effective control measures

### Workplace Ergonomics

**Duration: 8 hours**

How can we prevent those aches, pains and strains that are caused by work? This course provides basic ergonomic information to committee members; explains risk factors and employer responsibilities to mitigate the risk of injury. This course is a must for all types of work.

In this course, you will learn:

- Employer responsibilities under the Occupational Health and Safety Regulation, Ergonomics
- Identification/assessment of ergonomic hazards and risk factors
- Strategies for recommending corrective measures
- Ergonomic issues in offices, mobile workplaces, healthcare, highway, and social service sectors
- Opportunity to practice a workspace ergonomic assessment

### Prevention of Violence

**Duration: 8 hours**

Violence should not be a part of your job but we know that workers suffer physical and psychological injury from violent workplace incidents. This course will assist joint committee members to set up an effective violence prevention program.

In this course, you will learn:

- Legal requirements for employers to complete a violence risk assessment and to develop a violence prevention program
- Definition of workplace violence
- Hazard identification and emergency response
- Factors that contribute to an increased risk of violence
- Strategies for recommending corrective measures to eliminate or reduce the risk of violence
- Strategies to address domestic violence at workplaces