

## One-Day Courses Offered by the WCB WorkSafe™ Education Network

<b>WorkSafe course</b>	<b>Upon completion, participants should be able to:</b>
<b>Hazard Recognition and Control</b>	<ul style="list-style-type: none"><li>■ Make informed decisions through identification of hazards and apply effective strategies to control hazards in the workplace</li></ul>
<b>Joint Health and Safety Committee Training</b>	<ul style="list-style-type: none"><li>■ Identify and interpret occupational health and safety committee members' responsibilities and duties, and carry them out in ways that promote workplace health and safety</li></ul>
<b>Occupational Health and Safety in Small Business</b>	<ul style="list-style-type: none"><li>■ Explain employers' and workers' health and safety responsibilities and practice due diligence in carrying them out in the workplace</li></ul>
<b>Preventing and Investigating Musculoskeletal Injury (MSI)</b>	<ul style="list-style-type: none"><li>■ Explain the seven-step Musculoskeletal Injury Prevention process, identify risk factors associated with MSI, determine ways to control identified risks, and apply tools to prevent MSI and conduct investigations into MSI</li></ul>
<b>Preventing Workplace Violence</b>	<ul style="list-style-type: none"><li>■ Explain the regulatory requirements for protection of workers from workplace violence, conduct a risk assessment, establish preventive measures and procedures, and develop a workplace violence prevention program</li></ul>
<b>Supervisor Safety Management</b>	<ul style="list-style-type: none"><li>■ Identify and explain supervisor responsibilities for a safe work environment, and describe processes for risk assessments, inspections, and accident investigations as required for due diligence</li></ul>

WorkSafe courses are suitable for occupational health and safety committee members, supervisors, workers and health and safety professionals committed to preventing occupational injury and disease, and for members of the general public interested in acquiring a better understanding of risks associated with their work.

A certificate is issued on successful completion of each WorkSafe course.

**Joint Health and Safety Committee Training** is a WorkSafe course developed by the Workers' Compensation Board of B.C. It aims at helping participants to identify and interpret joint health and safety committee members' functions and duties and to carry out their responsibilities to promote workplace health and safety.

The course is ideal for joint health and safety committee members, worker health and safety representatives, and health and safety professionals committed to reducing workplace injuries and diseases.

The course consists of six modules:

Use of the OH&S Regulation	Refusal of Unsafe Work	Joint H&S Committees/ Worker Representatives	OH&S Program	Accident Investigations and Reports	Safety Inspections
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Successful completion of the course will enable participants to:

- Use the OH&S Regulation to find requirements in the *Workers Compensation Act* and the Occupational Health and Safety Regulation
- Explain the requirements for joint committees and worker health and safety representatives and their responsibilities and entitlements
- Establish a foundation to develop skills in:
  - Promoting workplace health and safety – assisting in having all required OH&S program elements in place
  - Applying the process of safety inspections and accident investigations
  - Conducting and participating in constructive committee meetings
  - Working cooperatively to address workers' health and safety concerns



WORKING TO MAKE A DIFFERENCE

**Hazard Recognition and Control** is a WorkSafe course developed by the Workers' Compensation Board of B.C. It aims at helping participants to identify hazards and apply effective strategies to control them in their workplace.

The course will be of interest to workers, new supervisors, joint health and safety committee members, worker health and safety representatives, and business owners or operators who wish to improve health and safety performance in their workplace.

The course consists of four modules:

Responsibilities for OH&S	Hazard Analysis – Safe Work Procedures	Hazard Recognition Workshop	<i>One of the following:</i>			
			Basic WHMIS	Lockout	Fall Protection	Confined Space

Successful completion of the course will enable participants to:

- Explain the legal responsibilities of employers, workers, supervisors, and others
- Identify workplace hazards and locate pertinent regulatory requirements
- Develop safe work procedures and corrective measures to control hazards
- Apply the process of identification, control, and evaluation to eliminate hazards or reduce risks specific to their industry



WORKING TO MAKE A DIFFERENCE

A musculoskeletal injury (MSI) is an injury to muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue, including sprains, strains, and inflammation that may be caused or aggravated by work. These injuries have consistently accounted for the highest number of WCB claims in past years.

**Preventing and Investigating Musculoskeletal Injury (MSI)** is a WorkSafe course developed by the Workers' Compensation Board of B.C. It aims at providing employers and workers with the knowledge and tools to prevent MSI and to conduct investigations into an MSI.

This course is suitable for joint health and safety committee members, worker health and safety representatives, supervisors, workers, and health and safety professionals committed to preventing musculoskeletal injuries. The course will also be of interest to members of the general public keen on gaining an understanding of MSI risk factors associated with their work.

The course consists of four modules:

Ergonomics (MSI) Requirements and the Prevention Process	MSI Risk Identification and Assessment	MSI Risk Control and Early Treatment and Intervention	Investigating Incidents of MSI
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Successful completion of the course will enable participants to:

- Identify the key components of the Ergonomics (MSI) requirements
- Explain the 7-step Musculoskeletal Injury Prevention (MSIP) process
- Explain five categories of risk factors associated with MSI
- Explain three main types of risk control for the risk factors
- Use a checklist to identify and assess risk factors
- Determine ways to control identified risk factors
- Apply early treatment and intervention principles
- Investigate incidents of MSI to prevent recurrence



WORKING TO MAKE A DIFFERENCE

**Preventing Workplace Violence** is a WorkSafe course developed by the Workers' Compensation Board of B.C. It aims at providing employers and workers with tools to reduce workplace violence, which has increasingly become a concern within a number of occupational sectors—health care, social services, and retail business, for example.

This course is suitable for joint health and safety committee members, worker health and safety representatives, supervisors, workers, and health and safety professionals committed to preventing violence in the workplace.

The course consists of five modules:

Violence in the Workplace: Regulatory Requirements	Violence Risk Assessment	Violence Prevention Procedures	Violence Prevention Program	Industry-Specific Workshop
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Successful completion of the course will enable participants to:

- Explain regulatory requirements relevant to preventing workplace violence
- Conduct a violence risk assessment
- Establish violence prevention measures and procedures
- Develop a workplace violence prevention program

The industry-specific workshop can be customized to meet the needs of different industries. For example, the workshop could focus on techniques to defuse hostility for an audience who serves highly frustrated clients.



WORKING TO MAKE A DIFFERENCE

**Supervisor Safety Management** is a WorkSafe course developed by the Workers' Compensation Board of B.C. It aims at helping supervisors to exercise due diligence and to carry out their responsibilities for creating and maintaining a safe and healthy work environment.

The course is designed for supervisors, new or experienced, and is also suitable for joint health and safety committee members, worker health and safety representatives, and health and safety professionals committed to reducing workplace injuries and diseases.

The course consists of five modules:

Due Diligence	WCB Officer Functions	Risk Assessment and Control	Effective Crew Talks	<i>One of the following:</i>	
				Case Study Workshop: Safety Inspection	Case Study Workshop: Accident Investigation

Successful completion of the course will enable participants to:

- Explain the meaning of due diligence and the concept of due diligence as a defense
- Identify key factors in the practice of due diligence and the potential legal consequences of failing to exercise due diligence
- Understand the roles and functions of WCB officers and cooperate with them to achieve compliance with regulatory requirements and workplace health and safety
- Conduct risk assessments as required and plan risk control objectives and measures
- Develop and present an effective crew talk
- Conduct proper safety inspections or accident investigations to ensure that hazards are identified and that safe practices are implemented in the workplace



WORKING TO MAKE A DIFFERENCE

**Occupational Health and Safety in Small Business** is a WorkSafe course developed by the Workers' Compensation Board of B.C. It aims at helping small business owners to understand their legal responsibilities and to exercise due diligence in their workplace. This course is also suitable for worker health and safety representatives, supervisors, and workers in small operations.

The course consists of five modules:

Responsibilities for OH&S/ Due Diligence	OH&S Program Overview	Accident Investigations and Reports	Assessment Rates and Claims Costs	WCB Officer Functions
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Successful completion of the course will enable participants to:

- Explain regulatory requirements relevant to responsibilities of employers, supervisors, workers, and others
- Identify the elements of an OH&S program and key factors in the practice of due diligence
- Apply strategies to manage claims and control costs
- Understand the roles and functions of WCB officers and cooperate with them to achieve compliance with regulatory requirements and workplace health and safety