

COURSE TOPICS

Equivalent to 1 Day Training (8 Hours Per Day)

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

Section 1 JHSC Con't...	Section 2 INCIDENT INVESTIGATIONS Con't..	Section 3 WORKPLACE INSPECTIONS Con't...
<p>13. Refusal of Unsafe Work Procedures,</p> <p>14. Right to Know and Right to Participate</p> <p>15. JHSC Meeting Procedures</p> <p>16. When should a meeting be conducted</p> <p>17. Process on conducting the meeting</p> <p>18. Tips for smoothly running a meeting</p> <p>19. Ineffective Meeting Examples</p> <p>20. Committee Education Leave</p> <p>21. Record Keeping</p> <p>22. Posting of Minutes and JHSC Member Names</p> <p>23. Sample JHSC Meeting Agenda Review</p> <p>24. Sample JHSC Minutes Review</p> <p>25. Annual Evaluation Tool Review</p> <p>26. Final Exam (multiple choice and written questions)</p>	<p>10. Determining the root cause</p> <p>11. Sequence of events</p> <p>12. Communication of Recommendations</p> <p>13. Corrective actions and follow up</p> <p>14. Completing an Investigation Report</p> <p>15. Reporting incidents to WorkSafeBC</p> <p>16. Dealing with Emotions</p> <p>17. Defusing Sessions</p> <p>18. Debriefing Situations</p> <p>19. Critiquing Situations</p> <p>20. Final Exam (multiple choice and written questions)</p>	<p>10. Correcting unsafe conditions or acts</p> <p>11. After the inspection Procedures</p> <p>12. Monitoring Employees</p> <p>13. Sample workplace inspection checklist</p> <p>14. Final Exam (multiple choice and written questions)</p>

