



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 Review2. When is a committee required3. What is a JHSC4. What is a committee's role5. Duties and Function of a Committee6. Organizing the committee7. Committee Representation and Size8. Selection of members and alternate members9. Co-chair and secretary duties10. Terms of reference (rules of procedure) review11. Activities of a committee12. How to Listen and Deal with Worker Complaints	<ol style="list-style-type: none">1. BC Incident Investigation Regulation Review2. What is an incident investigation3. Purpose of incident investigations4. Employer and Supervisor Responsibilities5. Who should conduct an investigation6. When should an investigation be conducted7. Responding to an incident8. Investigations Steps: collecting facts, conducting interviews9. Conducting Interviews10. Determining the root cause	<ol style="list-style-type: none">1. BC Incident Investigation Regulation Review2. What is a workplace inspection3. Purpose of a workplace inspection4. Conducting Inspections5. Reporting Hazards and Unsafe Conditions6. Hazard Rating System7. Hazard Identification8. What to look for during an inspection?9. When to conduct a workplace inspection?



<p>13. Refusal of Unsafe Work Procedures, 14. Right to Know and Right to Participate 15. JHSC Meeting Procedures 16. When should a meeting be conducted 17. Process on conducting the meeting 18. Tips for smoothly running a meeting 19. Ineffective Meeting Examples 20. Committee Education Leave 21. Record Keeping 22. Posting of Minutes and JHSC Member Names 23. Sample JHSC Meeting Agenda Review 24. Sample JHSC Minutes Review 25. Annual Evaluation Tool Review 26. Final Exam (multiple choice and written questions)</p>	<p>11. Sequence of events 12. Communication of Recommendations 13. Corrective actions and follow up 14. Completing an Investigation Report 15. Reporting incidents to WorkSafeBC 16. Dealing with Emotions 17. Defusing Sessions 18. Debriefing Situations 19. Critiquing Situations 20. Final Exam (multiple choice and written questions)</p>	<p>10. Correcting unsafe conditions or acts 11. After the inspection Procedures 12. Monitoring Employees 13. Sample workplace inspection checklist 14. Final Exam (multiple choice and written questions)</p>
--	---	---