

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...
<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> 10. Determining the root cause 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) 	<ul style="list-style-type: none"> 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)

