



# HEALTH AND SAFETY TRAINING PROGRAM

## Goals and objectives of the BCTF health and safety training program

1. To ensure that the BCTF has effective courses available for joint health and safety committee members who take educational leave under Section 135 of the *Workers Compensation Act*.
2. To provide joint health and safety committee members with the skills and knowledge necessary to fulfill their roles as joint committee members.
3. To ensure that joint health and safety committee members and school union representatives receive relevant health and safety training that is reflective of the occupational hazards of working in schools and of school district worksites.
4. To familiarize joint health and safety committee members and school union representatives with the *Workers Compensation Act*, the Occupational Health and Safety Regulation, and other health and safety policies, procedures, and programs.
5. To provide joint health and safety committee members and school union representatives with skills and knowledge aimed at preventing worker illness and injury in the public education system.

All BCTF workshops are suitable for a tripartite audience—teachers, support staff, and administrative officers.

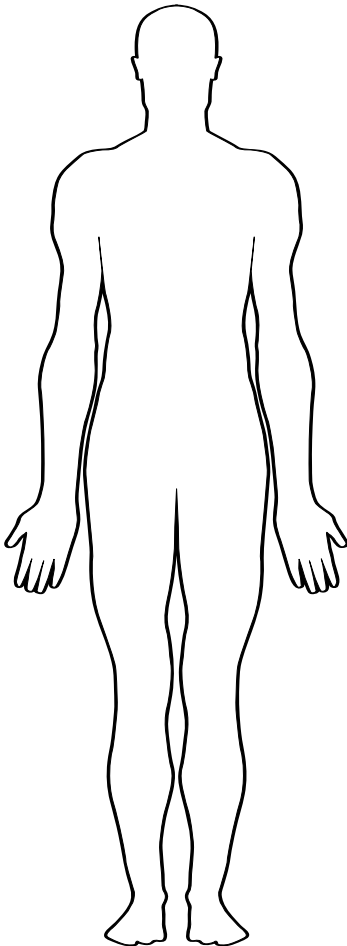
### Workshops offered

The BCTF and WorkSafeBC have signed a Letter of Understanding that allows the Federation to produce and facilitate health and safety workshops which meet the educational leave requirements of Section 135 of the act. In addition, all workshops are suitable for School Union Representative Training (SURT).

#### A. Basic occupational health and safety course (5 modules)

##### Module 1: Occupational health and safety program (1.5 hours)

School health and safety issues will be reviewed in the context of the workplace and necessary policies and procedures. The basic elements of an OH&S program are covered. Sample or actual school district policies and procedures will be reviewed.





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### **Module 2: Joint health and safety committees/worker representatives (3 hours)**

The provisions of the *Workers Compensation Act* will be reviewed. Scenarios and discussion of duties and responsibilities, including committee terms of reference, will be included. Participants will go over successful strategies for effective committees, including organization of meetings and reporting responsibilities.

### **Module 3: Safety inspections (1 hour)**

This module reviews the pre-inspection, inspection, and post-inspection stages. School-related checklists and other materials are used. Participants will learn how to identify hazards during safety inspections. Pictures of school activities will be used as a basis of discussion.

### **Module 4: Incident investigations and reports (1 hour)**

The legal requirements of accident/incident investigations and reporting will be reviewed. Various types of incidents and causes of incidents will be discussed. Participants will discuss a case study in order to proceed through the stages of investigation—necessary facts, investigative tools, visiting the scene, interviewing, and evaluating.

### **Module 5: Refusal of unsafe work (1 hour)**

The process of refusal of unsafe work will be covered in the school context. Scenarios and examples will be reviewed in order for participants to understand the kinds of circumstances under which refusal may occur.

## **B. Violence prevention (3 hours)**

This workshop reviews the WCB section on violence protection. Emphasis is on completing a risk assessment and on processing reports of violence, up to, and including, a WCB claim. In addition, the workshop discusses the law on the release of a student's history of violence in the context of a violence protection program.

## **C. Indoor air quality (IAQ) (3 hours)**

This workshop reviews the symptoms of poor (IAQ), the causes of it, and the effects on health, teaching and learning. The workshop addresses tips and traps of IAQ problems and offers a list of resource people and material.



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#### **D. Ergonomics** (3 hours)

British Columbia is one of only a few jurisdictions in the world that has comprehensive workplace ergonomics regulations. This workshop provides basic information about ergonomics and looks at the ergonomic requirements in the Occupational Health and Safety Regulation. Participants will learn how to identify ergonomic problems in their workplaces, some risk assessment techniques, and some effective control measures that can be implemented to reduce the risk to workers of musculoskeletal injuries.

#### **E. An in-depth look at the role of joint health and safety committees** (3 hours)

This workshop expands on Module 2 of the Basic workshop. It looks at the duties and functions of the joint health and safety committee in the context of the four basic rights and of the general duties of employers, workers, and supervisors. Participants will discuss common difficulties committees face and will examine the effectiveness of their own committees.

#### **F. School construction/renovation** (1.5–2 hours)

This workshop deals with health and safety issues that should be considered when construction or renovation work is being done. Topics include fire safety, emergency escape routes, indoor air quality, noise, fumes, electrical equipment, and mould removal. This workshop can also be modified for presentation to the staff at schools where construction or renovation is being planned.



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**G. New and young workers** (1.5–2 hours)

This workshop covers Occupational Health and Safety Regulation Part 3 which defines young and new workers and the requirement to provide orientation and training prior to beginning work. Checklists, scenarios and a review of the role of the joint health and safety committee will be included.

**How to book health and safety training**

Bookings *must be made at least three weeks* prior to the training.

Contact the BCTF Professional and Social Issues Department (PSID) at 604-871-1857 to book health and safety workshops.

The following information is required at the time of booking:

- date(s) and time(s) of training
- number of participants
- to what audience the workshop will be presented
- location of training
- which workshops are required
- name and contact information of the school district official who can authorize payment for tri-partite training

The BCTF will confirm the booking by e-mail, including the name(s) of the health and safety trainer(s).

The health and safety trainer(s) will contact the organizer and others, as appropriate, to finalize details.



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**Sessions of more than  
40 will be booked  
with two trainers in  
one day or two days  
with one trainer.**

## Cost of the workshops

### Education leave for health and safety training

Section 135 of the *Workers Compensation Act* states:

#### Education Leave

- Each member of a joint committee is entitled to an annual educational leave totaling eight hours, or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses conducted by, or with the approval of, the board.
- A member of the joint committee may designate another member as being entitled to take all or part of the member's educational leave.
- **The employer must provide the educational leave under this section without loss of pay or other benefits and must pay for, or reimburse the worker for, the costs of the training course and the reasonable costs of attending the course.”** (*emphasis added*)

### Actual cost of the workshops

This section applies only to joint committee training.

As part of its commitment to provide cost-effective training, the BCTF will bill the school district a flat fee of \$1,000 per day or \$500 per half-day, to cover all the costs of our facilitators.

The school district is responsible for any reasonable travel, meal, and room costs of participants. In addition, the school board is expected to pay for the photocopying of all workshop materials.

### What if the employer refuses to allow a member an educational leave to attend BCTF courses?

Contact Karen Langenmaier, BCTF Health and Safety Officer immediately at 604-871-1891 or 1-800-663-9163, local 1891.

### BCTF policy

13.D.01—That locals be advised that all workplace health and safety committee meetings must be held during instructional time.\*

13.D.03—That locals be advised that the annual eight hours' educational leave for health and safety committee members be provided during instructional time.\*

■ **For further information on the Health and Safety program,**

please contact  
Karen Langenmaier  
Health and  
Safety Officer  
604-871-1891  
toll-free  
1-800-663-9163  
local 1891  
*klangenmaier@bctf.ca*

13.D.05—That locals be advised that health and safety training required under the *Workers Compensation Act* is not an appropriate use of Professional Development days and must be done during instructional time.\*

13.D.09—That locals and district health and safety committee members:

- (a) encourage all health and safety representatives to utilize their entitlement to an eight-hour annual educational leave under S.135 of the *Workers Compensation Act*, and
- (b) request the BCTF/WorkSafe course as the content for the educational leave.

**\*Note:** Time off in lieu is an acceptable alternative to release time.