



Health & Safety Committees (Federal)

2 Days

Empower committee members with knowledge and awareness

The health and safety committee is the only legislated committee likely to be formed in the workplace. Membership on the committee can be a gratifying and educational experience. Your informed participation may affect the well-being of fellow employees and have an impact on the atmosphere and morale in your workplace.

HOW YOU WILL BENEFIT

In this 2-day workshop you'll learn about the responsibilities of health and safety committee membership. The Canada Labour Code Part II prescribes specific tasks and documentation regarding workplace safety conditions and inspections.

After the workshop, you will be able to:

- Take responsibility as and perform the duties of one of the co-chairs, employee or management, on the committee.
- Inspect the workplace by effectively identifying hazards before they become risks to employee health or safety.
- Participate in accident investigations.
- Participate on a Policy Committee, developing and implementing health and safety policies meant to diminish workplace accidents and incidents.

WORKSHOP DESCRIPTION

The Principles of Health & Safety Committees

- Committees consist of management and employee members. At least half of the committee members must have no management responsibilities
- Employee members are to be chosen by fellow employees
- Co-chairs are two: one management and one employee. Co-chairs share the responsibility of organizing and facilitating the meetings
- Meetings are to be held nine times per year
- The workplace is to be inspected monthly, with the entire workplace inspected within the year
- Reports are required to be submitted to Human Resources and Skills Development Canada (HRSDC) annually
- Committee members participate in work refusals.
- Committees recommend and review annually training schedules and contents
- Committee members are consulted by HRSDC safety officers during investigations of accidents and work refusals

Health and Safety Committees (Federal) provides committee members with a model and the tools for participating, communicating effectively and developing self-reliance to fulfil their responsibilities.

The Six-Step Committee Process

- **Organizing** – Forming a committee
- **Meeting** – Effective meetings
- **Inspecting** – What to look for and where to find it
- **Advising** – Diligent recommendations
- **Recording** – Minutes and records
- **Following Up** – Is it working?

ATTEND THIS WORKSHOP IF YOU...

- Have been appointed or elected to participate on the health and safety committee
- Would like to be on the committee
- Are a manager in a workplace that has a committee
- Are in a union that has members on a committee.

HOW TO REGISTER

To register, call **(613) 727-7729**

Or email training@algonquincollege.com

Dates: September 29, 30, 2009

December 15, 16, 2009

March 11, 12, 2010

9:00 a.m. to 4:30 p.m.

Fee: \$675 (plus GST) for 2-day program

Location: 340 Albert Street, 11th Floor
Constitution Square, Ottawa

Check-in, coffee and muffins starts at 8:00 a.m.

Afternoon refreshment provided.

Participants receive an Algonquin College Statement of Achievement. Group size is limited to 20.

On-site delivery of this workshop is available.

Mike Gillissie

As a teacher and workshop facilitator, Mike specializes in helping others achieve the confidence to participate on a health and safety committee, one that may affect the health and safety of the people who work there. Mike's start was within the realm of manufacturing, using gases and chemicals so toxic that they could kill in seconds. Since 1994 he has owned and operated a consultancy for health and safety. He is an accredited Canadian Registered Safety Professional (CRSP) and Occupational Hygiene Technologist (ROHT.) He is winner of the 2009 Capital Educator's Award.