



**Free Occupational Health & Safety Workshops
2011 Spring Schedule***

Go to www.wcb.pe.ca>Prevention>Calendar of Events for updates and other events.
To register, call 902-368-5698 or toll free 1-800-237-5049. There is no charge to attend.

2011

<i>Feb 9</i>	<i>Workplace Inspection</i>	<i>10:00 am – 12 noon</i>	<i>Charlottetown</i>
<i>Feb 23</i>	<i>Safety for Managers & Supervisors</i>	<i>9:30 am – 12 noon</i>	<i>Summerside</i>
<i>March 9</i>	<i>OHS Reps for Small Workplaces</i>	<i>10 am – 12 noon</i>	<i>Charlottetown</i>
<i>March 23</i>	<i>Incident Investigation</i>	<i>9:30 am – 12 noon</i>	<i>Summerside</i>
<i>April 13</i>	<i>OHS Programs: Initial Steps</i>	<i>9:30 am – 12 noon</i>	<i>Charlottetown</i>
<i>April 27</i>	<i>Workplace Inspection</i>	<i>10 am – 12 noon</i>	<i>Summerside</i>
<i>May 11</i>	<i>Incident Investigation</i>	<i>9:30 am – 12 noon</i>	<i>Charlottetown</i>
<i>May 25</i>	<i>OHS Reps for Small Workplaces</i>	<i>10 am – 12 noon</i>	<i>Summerside</i>
<i>June 7</i>	<i>Safety for Managers & Supervisors</i>	<i>9:30 am – 12 noon</i>	<i>Charlottetown</i>
<i>June 23</i>	<i>OHS Programs: Initial Steps</i>	<i>9:30 am – 12 noon</i>	<i>Summerside</i>

*Dates are subject to change - please check website for most up to date events www.wcb.pe.ca

Workshop descriptions

Safety for Managers & Supervisors

This 2.5 hour workshop presents a thought-provoking video to demonstrate the importance of giving workers adequate training and supervision, followed by power point presentation, group discussion and activities. Participants will learn about their safety responsibilities and discuss ways to exercise due diligence on the job. Intended for managers and supervisors.

Workplace Inspections

This 2-hour workshop is designed for managers, supervisors and safety committee members to help improve how hazards are identified, assessed and controlled through the workplace inspection process. Participants will gain awareness of how to prepare, inspect, report and follow up on workplace hazards. The workshop uses group discussion, common hazard scenarios, and helpful forms to guide you along in your next workplace inspection.

Incident Investigation

This 2.5-hour workshop will help guide those who are involved in investigations of workplace incidents and injuries. Learn about the basic steps used to determine the cause of incidents and the recommendations you can make to help prevent a similar incident from recurring. Intended for Safety Committee members, Safety representatives, and anyone else involved in the investigation process.

OHS Reps for Small Workplaces

Under the Occupational Health and Safety Act of PEI, smaller workplaces with 5 to 19 employees must appoint a Health and Safety Representative (in place of a Safety Committee). The purpose of this 2-hour interactive workshop is to provide basic health and safety knowledge necessary for Safety Representatives to understand their roles and responsibilities in the workplace.

OHS Programs: Initial Steps

Section 23 of the OHS Act states where 20 or more workers are regularly employed, the employer must establish an OHS program. The following program components will be explored through power point presentation, group discussion and hands-on activity: OH&S Policy, OH&S Committee (or Representative), Workplace Inspections, and Investigations. Intended for employers, managers, supervisors or those designated to develop the program; safety committee members may also find the information useful for discussion at their next meeting.

Effective Safety Committees

(On request only; minimum 6 participants required)

This 3-hour workshop is designed to engage participants with discussions and activities on communication, roles of the committee and its members, making recommendations for change, and measuring effectiveness of the committee. Participants will receive practical tools to guide their future activities. Intended primarily for Safety Committee members; however, anyone involved in working with the Safety Committee to improve health and safety in the workplace will benefit from the workshop.