



COURSE TOPICS

Equivalent to 8 Hours Training (8 Hours Per Day)

Section 1 JHSC	Section 2 INCIDENT INVESTIGATIONS	Section 3 WORKPLACE INSPECTIONS
<ol style="list-style-type: none">1. MB JHSC Regulation Review2. Internal Responsibility System3. When is a committee required4. What is a JHSC5. What is a committee's role6. Duties and Function of a Committee7. Organizing the committee8. Committee Representation and Size9. Selection of members and alternate members10. Co-chair and secretary duties11. Terms of reference (rules of procedure) review12. Activities of a committee	<ol style="list-style-type: none">1. MB 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. MB 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?



<ul style="list-style-type: none">13. How to Listen and Deal with Worker Complaints14. Refusal of Unsafe Work Procedures,15. Right to Know and Right to Participate16. JHSC Meeting Procedures17. When should a meeting be conducted18. Process on conducting the meeting19. Tips for smoothly running a meeting20. Ineffective Meeting Examples21. Committee Education Leave22. Accompaniment if an officer inspects workplace.23. Record Keeping24. Posting of Minutes and JHSC Member Names25. Sample JHSC Meeting Agenda Review26. Sample JHSC Minutes Review27. Annual JHSC Review28. Final Exam (multiple choice and written questions)	<ul style="list-style-type: none">11. Sequence of events12. Communication of Recommendations13. Corrective actions and follow up14. Completing an Investigation Report15. Reporting incidents to SafeWorkMB16. Dealing with Emotions17. Defusing Sessions18. Debriefing Situations19. Critiquing Situations20. Final Exam (multiple choice and written questions)	<ul style="list-style-type: none">10. Correcting unsafe conditions or acts11. After the inspection Procedures12. Monitoring Employees13. Sample workplace inspection checklist14. Final Exam (multiple choice and written questions)
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