



## **COURSE TOPICS**

**Equivalent to 8 Hours Training (8 Hours Per Day)**

| <b>Section 1<br/>JHSC</b>  | <b>Section 2<br/>INCIDENT<br/>INVESTIGATIONS</b>  | <b>Section 3<br/>WORKPLACE<br/>INSPECTIONS</b>   |
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| <ol style="list-style-type: none"><li>1. NS JHSC Regulation Review</li><li>2. Internal Responsibility System</li><li>3. When is a committee required</li><li>4. What is a JHSC</li><li>5. What is a committee's role</li><li>6. Duties and Function of a Committee</li><li>7. Organizing the committee</li><li>8. Committee Representation and Size</li><li>9. Selection of members and alternate members</li><li>10. Co-chair and secretary duties</li><li>11. Terms of reference (rules of procedure) review</li><li>12. Activities of a committee</li></ol> | <ol style="list-style-type: none"><li>1. NS Incident Investigation Regulation Review</li><li>2. What is an incident investigation</li><li>3. Purpose of incident investigations</li><li>4. Employer and Supervisor Responsibilities</li><li>5. Who should conduct an investigation</li><li>6. When should an investigation be conducted</li><li>7. Responding to an incident</li><li>8. Investigations Steps: collecting facts, conducting interviews</li><li>9. Conducting Interviews</li><li>10. Determining the root cause</li></ol> | <ol style="list-style-type: none"><li>1. NS Incident Investigation Regulation Review</li><li>2. What is a workplace inspection</li><li>3. Purpose of a workplace inspection</li><li>4. Conducting Inspections</li><li>5. Reporting Hazards and Unsafe Conditions</li><li>6. Hazard Rating System</li><li>7. Hazard Identification</li><li>8. What to look for during an inspection?</li><li>9. When to conduct a workplace inspection?</li></ol> |



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| <ul style="list-style-type: none"><li>13. How to Listen and Deal with Worker Complaints</li><li>14. Refusal of Unsafe Work Procedures,</li><li>15. Right to Know and Right to Participate</li><li>16. JHSC Meeting Procedures</li><li>17. When should a meeting be conducted</li><li>18. Process on conducting the meeting</li><li>19. Tips for smoothly running a meeting</li><li>20. Ineffective Meeting Examples</li><li>21. Committee Education Leave</li><li>22. Accompaniment if an officer inspects workplace.</li><li>23. Record Keeping</li><li>24. Posting of Minutes and JHSC Member Names</li><li>25. Sample JHSC Meeting Agenda Review</li><li>26. Sample JHSC Minutes Review</li><li>27. Annual JHSC Review</li><li>28. Final Exam (multiple choice and written questions)</li></ul> | <ul style="list-style-type: none"><li>11. Sequence of events</li><li>12. Communication of Recommendations</li><li>13. Corrective actions and follow up</li><li>14. Completing an Investigation Report</li><li>15. Reporting incidents to WCB OF NS</li><li>16. Dealing with Emotions</li><li>17. Defusing Sessions</li><li>18. Debriefing Situations</li><li>19. Critiquing Situations</li><li>20. Final Exam (multiple choice and written questions)</li></ul> | <ul style="list-style-type: none"><li>10. Correcting unsafe conditions or acts</li><li>11. After the inspection Procedures</li><li>12. Monitoring Employees</li><li>13. Sample workplace inspection checklist</li><li>14. Final Exam (multiple choice and written questions)</li></ul> |
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