



BULLETIN

# 2018 Basic Steward and OH&S Steward Training Dates

October 24, 2017

## HSA Basic Steward/OH&S Training Dates 2018

### Registration Information:

Stewards may register by logging into [My Events Registration](#). Workshops are listed under Steward Education events.

### Basic Steward Training

Stewards play a vital role in the union. Particularly important is the steward's role in contract interpretation, organizing and the grievance procedure. In recognition of the need for educating new stewards in these areas, HSA is offering 3-day Basic Steward Training workshops at the HSA office as follows:

#### Dates:

January 15-17, 2018  
February 26-28, 2018  
March 19-21, 2018

#### Location:

HSA Office, 180 East Columbia Street, New Westminster

The focus of these training sessions is for new, inexperienced HSA chief, assistant or general stewards who have not attended Basic Steward Training in the past. The workshop will familiarize new stewards with the structure of HSA and promote skills to enable stewards to function confidently in their role. Workshop content includes:

- how HSA works as a union
- role of the steward
- advocacy skills
- leadership skills
- contract interpretation
- grievance handling

### OH&S Steward Training (2 days)

#### Dates:

January 22-23, 2018  
February 20-21, 2018  
May 7-8, 2018

#### Location:

HSA Office, 180 East Columbia Street, New Westminster

Workshop participants will discuss:

- rights and responsibilities of safety stewards
- role of the Workers' Compensation Board
- occupational health and safety regulations, policies and guidelines
- hazard identification
- incident investigations
- worksite inspections
- role of a steward/worker rep on the joint occupational health & safety committee
- violence in the workplace
- musculoskeletal injuries
- harassment & bullying as workplace hazards
- making recommendations

Priority for this course will be given to new HSA OH&S stewards and representatives on joint occupational health and safety (JOHS) committees who have not previously attended HSA OH&S workshops.

To register for these workshops log into [My Events Registration](#) using the prompts provided. Workshops are listed under Steward Education events. Please call the HSA office at [604.517.0994](tel:604.517.0994) or [1.800.663.6119](tel:1.800.663.6119) if you do not know your HSA member ID number.

### **BC FED Course - Incident Investigation (1 day)**

#### **Dates:**

January 24, 2018

February 22, 2018

May 9, 2018

#### **Location:**

HSA Office, 180 East Columbia Street, New Westminster

Incident investigations are a fundamental function and responsibility Joint Health and Safety Committee Members but, often we don't have the proper insight on how to conduct an effective investigation. This course will provide you with the opportunity to improve your investigative skills, determine 'root causes' and develop effective recommendations. It helps move beyond mistakes made by individuals to organizational factors that increase risk such as fatigue, poor work design and workload.

In this course participants will:

- Learn the new legal requirements for incident investigations.
- Examine the principles of incident causation.
- Learn how to conduct a proper investigation by gathering the facts.
- Learn how to analyze the results of your investigation and determine contributing factors and root causes.
- Learn how to prepare reports and develop effective corrective actions.
- Conduct a class incident investigation and put theory to practice.

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