



BULLETIN

# HSA Basic Steward/OH&S Training Dates - Fall 2019

June 28, 2019

## HSA BASIC STEWARD/OH&S TRAINING DATES - FALL 2019

### **Registration Information:**

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

### **Basic Steward Training (3 days)**

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:**

October 7-9, 2019

November 4-6, 2019

#### **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:**

October 15-16, 2019

#### **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.

***Reimbursement for Travel Expenses:***

*Participants traveling on approved HSA business are reimbursed for receipted travel expenses.*

*Unless otherwise approved, HSA pays for participant's travel (mileage or alternate fare, and wage replacement) in the way that is most reasonable and least expensive overall.*

*When a member uses his/her personal vehicle for travel, reimbursement will be at the rate equivalent to maximum Canada Customs and Revenue Agency (CCRA) non-taxable allowance **effective January 1, 2019.***

*HSA will reimburse for all public transit.*

**Madden Memorial Education Fund**

*Background:*

The Madden Memorial Education Fund was established in 1984 following the death of Joe Madden, who was HSA's Assistant Executive Director from 1974 - 1984. Through the Madden Memorial Education Fund, HSA provides financial assistance to members attending external labour education programs. The Fund does not cover professional development courses. Financial reimbursement is limited to the amount of Madden Memorial Funds available.

*Instructions:*

- Complete application, attach brochure and send to [education@hsabc.org](mailto:education@hsabc.org)
- The Fund will cover registration, transportation, accommodation, meals, dependent care and one day's wage loss to a maximum of \$800. HSA will return your application with Part 2: Approval completed. HSA approval must be received to ensure reimbursement of eligibility expenses.
- Payment will be made upon receipt of completed Part 3 Course Completion of the application form.

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