



Basic OH&S Steward Workshop

May 14, 2002

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HSA is offering a basic OH&S steward workshop on June 17 and 18, 2002. Occupational health and safety issues are very important to HSA members. OH&S Stewards have a vital role in promoting a safe work environment and helping to prevent injuries. These workshops will be participatory and discussion oriented. We urge you to bring examples from your workplace for discussion. The workshops will be held at the HSA Office, 300 - 5118 Joyce St., Vancouver.

Priority will be given to new HSA OH&S Stewards and to OH&S Stewards who have not previously attended HSA OH&S workshops. Workshop participants will discuss:

- *rights and responsibilities of safety stewards*
- *role of the WCB*
- *new occupational health and safety regulations*
- *accident investigation / prevention*
- *workload/stress*
- *violence in the workplace*
- *musculoskeletal injuries*

The deadline for applications is May 31, 2002

Eligible stewards should complete a [*registration form](#) and return it to the HSA Office (Attention: Karin Herbert) as soon as possible or by May 31, 2002. (Fax # (604) 419-5195 in Vancouver or 1-800-663-6119 for out-of-town). HSA will call you to confirm your registration. If you have any questions, please contact Karin at (604) 439-0994 or 1-800-663-2017.

****(You will need [Adobe Acrobat Reader](#) to view this file)***

BASIC OH&S STEWARD WORKSHOP INFORMATION SHEET:

Please complete and return the registration form before May 31, 2002. You will be contacted by mail or telephone to confirm your participation.

PLACE:

HSA Office #300 - 5118 Joyce Street, Vancouver (Joyce Street at Vanness, across the street from the Joyce Skytrain Station)

DATES:

June 17 and 18, 2002

AGENDA:

The training session will run 2 full days, starting with coffee and muffins at 8:45 am and ending at approximately 4:30 pm. HSA will host a dinner at 5:00 pm on the first night of the workshop.

HOTEL:

Holiday Inn - Metrotown, 4405 Central Boulevard, Burnaby
(Central Blvd. and MacKay Street in Burnaby across the street from the Metrotown Skytrain Station)

HSA will make all hotel room reservations upon receipt and approval of your completed pre-registration form. Participants will be expected to share rooms to reduce costs. We have negotiated a special room rate at the Holiday Inn at Metrotown, but you must identify yourself with HSA when you check-in to ensure that we

receive this rate. Members are encouraged to share accommodations at the hotel; however, members who wish a single room or who have a spouse or family member with them must pay the difference between the single and double room rates (approximately \$57.50 per night plus taxes) to the hotel directly upon check-out.

MEALS:

Breakfast and lunch will be provided each day for all participants. HSA will host a dinner on the first night of the session.

HSA will pay a per diem for other meal costs during the workshop and transit before and after the workshop. A full day's per diem is \$50.00, which is broken down into: \$10.00 for breakfast, \$15.00 for lunch and \$25.00 per dinner.

TRANSPORTATION:

Bus / Skytrain: The Holiday Inn, Metrotown is a 5 minute westbound skytrain ride to HSA office (Joyce Station) and you need to purchase a 'two-zone' fare because the Holiday Inn is located in Burnaby.

Flights: Participants who intend to fly to Vancouver should call our Travel Agent directly as soon as confirmation letter is received. Call W.E. Travel's toll free number 1-800-663-4703, between 9:00 a.m. - 5:00 p.m., Monday to Friday, and quote "OH&S Steward Workshop". Please book early to save money. Ask them to make arrangements for a flight at the best available rate. All air travel changes must be authorized by HSA first before any changes can be made, due to airline charges. Your ticket will be mailed to your home address, and the ticket will be billed directly to HSA.

HSA will reimburse stewards for the least expensive form of transportation: Taxi, Ferry, Air-Economy, Car - 42 cents per kilometre. All types of transportation, except car, must be supported by receipts.

Driving: If you are driving, the underground parking lot is located off of Vanness Avenue. Parking is available in P1, spots 29, 30, 31 and 32.

WAGES:

Whenever possible, HSA prefers that you take Paid Union Leave of Absence and have your facility bill HSA directly. The majority of employers now use this system and we prefer you to use this system wherever possible. Part-time and casual members will receive full time wage replacement, and should request Paid Union Leave of Absence.

When it is necessary for a steward to take Unpaid Leave of Absence to attend the training, HSA will reimburse the steward directly.

Stewards will be reimbursed for expenses outlined upon completion of an expense form available at training. Stewards requiring an advance due to financial needs may request for a travel advance at least 2 weeks prior to the course to the attention of Peggy, HSA Accounting Manager.

Remember to keep all relevant receipts for inclusion with expense form.

If you have any questions please contact Karin Herbert at HSA.

Please plan to attend the entire workshop. Members participating in HSA events, where compensation is provided, are expected to participate for the entire event. The Union reserves the right to recover all or part of expenses associated with the event, should the member fail to be in attendance for the entire event without providing just cause.

Type:

[Bulletins](#)

Topic:

[Occupational health and safety](#)

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