

**EMPLOYERS' ADVISERS
FREE WORKSAFEBC SEMINARS
FOR EMPLOYERS**

Employers are invited to attend informational WorkSafeBC seminars to be held in Prince George, free of charge. The Employers' Advisers mandate, under the WCB Act, is to provide advice, assistance, and education to BC employers on WorkSafeBC issues, at arms length of WorkSafeBC.

Date	Seminar Title	Time
Apr 8/10	“New” Small Business & WorkSafeBC	1:00 pm – 4:30 pm
Apr 9/10	Young/New Worker Orientation	10:00 am – 12:00 pm
Apr 12/10	Accident Investigation	1:00 pm – 4:00 pm
Apr 13/10	OHS Program Requirements	9:00 am – 4:00 pm
Apr 26/10	Intro to WorkSafeBC	10:00 am – 12:00 pm
Apr 26/10	Joint OHS Committee Workshop	1:00 pm – 4:00 pm
Apr 30/10	“New” Module 1 – Intro to Claims Management	9:00 am – 12:00 pm
Apr 30/10	“New” Module 2 – Stay at Work/Return to Work	1:00 pm – 4:00 pm
May 3/10	“New” Module 3 – Preparing for a Review Note – recommend completing Modules 1 & 2 prior	9:00 am – 4:00 pm
May 6/10	Due Diligence for Employers	9:00 am – 12:00 pm
May 6/10	Risk Assessment	1:00 pm – 4:00 pm
May 7/10	Young/New Worker Orientation	10:00 am – 12:00 pm
May 14/10	“New” Retail OH&S Essentials	9:00 am – 12:00 pm

For brief seminar descriptions, please refer to page two of this notice. Call now to register for the seminar(s) of your choice at local (250) 565-4285 or toll-free at 1-888-608-8882. You may also register online and/or obtain more detailed seminar information at the Employers' Advisers website: <http://www.labour.gov.bc.ca/eao/>.

Don't delay as space is limited! Additional dates and locations may be scheduled depending on response. If you are unable to attend one of our seminars, but have questions about WorkSafeBC, an adviser will be pleased to assist you.

Helping employers manage Workers' Compensation



Employers' Advisers Office
206 - 1577 7th Avenue
Prince George, BC V2L 3P5
www.labour.gov.bc.ca/eao

Telephone: (250) 565-4285
Facsimile: (250) 565-4288
Toll Free: 1-888-608-8882
Email: EAO@eao-bc.org

ACCIDENT INVESTIGATION

Provides employers with information regarding when accident/incident investigations are required and how to conduct these types of investigations. Ideal for Employers, Managers, Supervisors and members of the Joint OHS Committee who conduct or are involved in accident/incident investigations at the workplace

DUE DILIGENCE FOR EMPLOYERS

Will discuss the elements of due diligence and give Managers and Supervisors a better understanding of the legislative and regulatory requirements necessary to demonstrate due diligence in the workplace. May also be of interest to Human Resource and Health & Safety practitioners.

INTRO TO WORKSAFEBC

Provides information on claims management, assessments and occupational health and safety. This seminar is of particular interest to newly registered employers. Is of particular interest to newly registered employers.

JOINT OHS COMMITTEE WORKSHOP

Designed for the members of the employers' Joint Occupational Health & Safety Committee. Overview of Part 3 of the Workers Compensation Act with emphasis on a Joint Committee's duties and responsibilities. Would be beneficial for both worker and employer committee representatives.

MODULE 1 – INTRO TO CLAIMS MANAGEMENT

Introduces participants to the history of workers' compensation and an overview of the legislative requirements. Other topics covered include: the claims management process, initial notification, reporting procedures, investigation requirements and how to identify and deal with questionable issues. This module will review some of the recent changes in the processing of claims at WorkSafeBC introduced by the new online Claims Management Solutions (CMS).

MODULE 2 – STAY AT WORK/RETURN TO WORK

Will focus on Stay at Work and Return to Work programs. Employers will receive information on developing an effective program. What are the components, who are the participants, what policy and practices are applicable. Promoting stay at work/return to work is good for both the worker and employer.

MODULE 3 – PREPARING FOR A REVIEW

Will focus on providing participants with a better understanding of the review process in claims related matters. Will address some of the following topics: understanding the legislation pertaining to reviews (i.e. what decisions can be reviewed, who can participate in a review, time limits for initiating a review, how reviews are conducted, etc.). Will also address how to prepare a written submission to the Review Division. Some prep will be required in advance of attending the seminar. Participants will be asked to read a "sample disclosure package" prior to attending the seminar. Information from the disclosure package will be used in a case study/class discussion to aid in illustrating how to prepare for a review. **NOTE:** It is strongly recommended that Modules 1 & 2 have been completed prior to registration for Module 3 to ensure the learning objectives of Module 3 are met.

OHS PROGRAM REQUIREMENTS

Designed to assist employers in understanding the legislative requirements of Part 3 of the Workers Compensation Act. Intended for employers, but would also be of value to Human Resource Personnel, Supervisors, Managers, Safety Committee Members, Safety Coordinators, and First Aid Attendants with safety responsibilities.

RETAIL OH&S ESSENTIALS

Learn the basics of WorkSafeBC's health and safety requirements for your retail business. Topics covered include new worker/young worker orientation, working alone, violence in the workplace, incident investigations and Joint OH&S Committee requirements.

RISK ASSESSMENT

Covers when a risk assessment must be completed and will give participants hands on experience in a variety of different methods of conducting risk assessments that are consistent with the expectations of WorkSafeBC.

SMALL BUSINESS & WORKSAFEBC

This seminar is designed to provide small business (1-19 workers) an overview of WorkSafeBC. Includes employer responsibilities related to registration and assessments, injury claims, Occupational Health & Safety, and a variety of topics related to the Workers Compensation Act and Regulations. Useful resources, templates and samples will be provided.

YOUNG/NEW WORKER ORIENTATION

Educates and informs participants on the new WorkSafeBC regulations that require specific elements to be included in the safety orientation of new and young workers. Intended for anyone who hires and/or trains new or young workers including: business owners, managers, supervisors, human resource professionals, safety coordinators, and corporate trainers.