

January, 2018

# The Employers' Adviser



Employers'  
Advisers

*A newsletter by the Employers' Advisers Office, Ministry of Labour, B.C. Government.  
The Employers' Advisers Office provides advice, assistance, representation and training on all aspects of workers' compensation.*

To subscribe/unsubscribe, call 1-800-925-2233 or email [EAO@eao-bc.org](mailto:EAO@eao-bc.org)

EAO Website: [www.gov.bc.ca/employersadvisers](http://www.gov.bc.ca/employersadvisers)

## New Seminar Registration System!!



Registering for an EAO seminar has never been easier!

Go to our [website](#) and click on Seminar Offerings on the left-hand side, or the Seminar promo box on the right. Or, you can get there directly by clicking [here](#). Once on the registration page, you will see four seminar categories to help you more easily find what you need.

Click on your desired seminar, and you will be taken to a page that shows when and where this seminar is being offered. Enter your name and work email address, and you will receive a registration confirmation, and reminder emails and materials closer to the seminar date.

It's that simple!

## Joint Health and Safety Committee Member Training Webinars Now Taking Registrations!!

Regulation 3.27(4) requires 8 hours of mandatory training for all joint committee members selected to the committee on or after **April 3, 2017**. Employers need to ensure their committee members are trained as soon as possible, but not more than 6 months after selection.

To help meet this requirement, the EAO has created 4 webinars which have been approved by WorkSafeBC. The 4 webinars are:



EAO Locations in BC: Abbotsford; Kamloops; Kelowna; Nanaimo; Prince George; Richmond; Trail; Victoria  
Phone: 1-800-925-2233; Fax: 1-855-664-7993

Email: [EAO@eao-bc.org](mailto:EAO@eao-bc.org); EAO Website: [www.gov.bc.ca/employersadvisers](http://www.gov.bc.ca/employersadvisers)

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- Module 1 – Rules of Procedures and Meetings
- Module 2 – Right to Refuse, Consultation, and Making Recommendations
- Module 3 – Inspections and Investigations
- Module 4 – Committee Evaluations and Assessing Training Needs

Although we have numbered the webinars for ease of reference, they do not have to be taken in any particular order.

The webinars are designed to meet 6 of the 8 hours of mandatory training.

Before taking the EAO training, participants are asked to complete WorkSafeBC's [e-learning session](#). This course takes approximately 2 hours to complete. When combined with the EAO webinars, the mandatory 8 hours of training will be met.

**Click to find the [webinar module\(s\)](#) with the dates and times most convenient for you!**

**NOTE:** We expect a high demand for the joint committee webinars. Therefore, we are asking only committee members selected on or after April 3, 2017 be registered for training at this time. For more information about Joint Committee training, please see the FAQs on page 3.

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### Try Our New Intro to Claims Management E-Learning Course!!



The EAO has developed an [online course](#) that provides a brief overview of the workers' compensation claims process. Topics include:

- Introduction to the *Workers Compensation Act* and claims policies
- Injury/illness reporting
- Investigations
- Vocational rehabilitation
- Permanent disability awards (pensions)
- Experience Rating (ER) and relief of costs

The course includes claims management activities and exercises and takes approximately two hours to complete.

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### RE: Joint Committee Training



- 1. Why do I need to have my committee members trained?**  
New regulation 3.27 requires mandatory training for all new joint committee members.
- 2. Who has to take it?**  
Only those members who were selected to the committee on or after April 3, 2017.

**NOTE:** A worker health and safety representative, as opposed to a joint committee, is required in organizations with more than 9 but less than 20 workers. These individuals require 4 hours of online training. The EAO does not have training for these workers.

- 3. When do committee members have to receive training?**  
New committee members are required to be trained as soon as possible, but no longer than 6 months after they become a member.
- 4. How long is it?**  
Eight hours of training is required.  
WorkSafeBC has created a 2-hour online training course which is accessible on its website:
  - To access this training, go to [www.worksafebc.com](http://www.worksafebc.com)
  - On the top tool bar, hover over "I Am a" and click "Health and safety committee member"
  - Click Mandatory training
  - Click "Joint committee member and worker health and safety representative training" under the heading "Joint committee members"
  - Scroll down and under the "Joint committees" heading, click "2-hour online component".

If you are receiving this newsletter electronically, here is the direct link: [e-learning component](#).

- 5. Will EAO's training meet the requirements in the regulation?**  
EAO has been working with WorkSafeBC in developing our webinars. WorkSafeBC has approved our materials. However, employers still have to review the regulation and the materials to satisfy themselves that they are in compliance.

The EAO will provide participants with a certificate of completion after attending each webinar. Employers are responsible for tracking committee member training to ensure all 8-hours are taken. Training records must be maintained for 2 years from the date that person is no longer on the committee.

- 6. Can I sign up all my committee members instead of just new ones?**  
We expect a high demand for these webinars. Therefore, we are asking only committee members selected on or after April 3, 2017 be registered for training at this time.