

Workplace Safety and Health Committee and Worker Safety and Health Representative - Training Program Standard



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comply with *The Workplace Safety and Health Act (Manitoba) and Regulations*, as may be amended from time to time.

1. Training Standard Topic

Workplace Safety and Health Committee and Worker Safety and Health Representative

2. Purpose

To provide workplace safety and health committee members and worker safety and health representatives with an understanding of their roles, duties and responsibilities pertaining to workplace safety and health. This training program standard outlines the legal requirements surrounding workplace safety and health committees and worker safety and health representatives, as well as the process to address concerns and make recommendations on safety and health issues.

The training is intended for:

- workplace safety and health committee members
- worker safety and health representatives

The Workplace Safety and Health Committee and Worker Safety and Health Representative Training Program Standard outlines the minimum requirements for the development and delivery of training programs in Manitoba. It was developed in consideration of the *Manitoba Workplace Safety & Health Act and Regulations* and *Canada Labour Code Part II*.

3. Design

The design of the training program must meet the following criteria:

- Compliance with adult learning principles:
 1. Ensure learners know why they need to learn specific content and its relevance to their workplaces;
 2. Relate training to learners' own experiences when simulating workplace scenarios;
 3. Challenge and engage learners using a variety of activities that allow opportunities for participation, feedback and interaction;
 4. Recognize the limits of attention spans and apply techniques to address the various ways that adults learn;
 5. Use realistic activities and tools to support the transfer of learning to the workplace.

- Use language that is appropriate for all learners;
- Provide content that is accurate and current;
- Include references to legal and technical information;
- Use a variety of technical teaching aids;
- Provide learner materials that follow the principles of instructional writing and good graphic design;
- Be consistent with provincial and federal legal requirements.

4. Delivery

Regardless of the delivery method, all Endorsed Training programs must meet the requirements of this standard along with **The Accessibility for Manitobans Act (AMA)** and the delivery method must be reasonable and practicable to support the learner's ability to attain the applicable learning outcomes.

4.1 Face-to-Face Learning

Recommended maximum ratio of learners to instructor:

- Basic Theory Module: 24:1

The following are the minimum hours for training delivery:

- Basic Theory Module: 3.5 hours

The timing for delivery of this training program may be extended for various reasons such as the amount of equipment available for demonstration of learning outcomes, instructor experience and/or the learning needs of the training participants.

4.2 E-Learning and Blended Learning

The eLearning content should be consistent with Manitoba e-Learning Instructional Design Guidelines ([click here to learn more](#)).

- Basic Theory Module

4.3 Distance Learning

Distance learning includes training via a live video link. A plan for interactivity with a qualified instructor should be developed and available.

This type of learning is acceptable for:

- Basic Theory Module

5. Learning Outcomes

Employers will need to supplement any training program that meets the requirements of this training program standard with additional information, instruction and training in workplace-specific policies and procedures and workplace-specific hazards and equipment related to Workplace Safety and Health Committees and Worker Safety and Health Representatives.

5.1 Legal Requirement

Content includes:

- an overview of legal framework including: rights and responsibilities in the workplace and the structure and function of an internal responsibility system with reference to statutory, regulatory and criminal law

At the end of this module learners will be able to:

- use and identify parts in *the Manitoba Workplace Safety and Health Act and Regulation* and/or *Canada Labour Code Part II*, as applicable
- reference the responsibilities the workplace has in regards to exercising due diligence and doing what is reasonably practicable
- identify the four basic rights of every worker

- describe the structure and function of an internal responsibility system

5.2 Requirements of a Workplace Safety and Health Committee and Worker Safety and Health Representative

Content includes:

- an overview of the safety and health committee and worker safety and health representative requirements including: establishment, foundation, terms of office, rules of procedure, effective meetings, time off for committee and worker representative work and educational leave
- an outline of the process for safety and health committees and worker safety and health representatives to address safety and health concerns and make recommendations for unresolved workplace issues

At the end of this module learners will be able to:

- Identify when a workplace is required to have a safety and health committee and/or a worker safety and health representative;
- Reference the processes for: foundation of a safety and health committee or worker safety and health representative, membership of a safety and health committee, selection of co-chairs for a safety and health committee, terms of office and rules of procedure for safety and health committee members and worker safety and health representatives;
- Reference safety and health committee and worker safety and health representative meeting requirements including: frequency of meetings, participants, quorum, allowance of guests, meeting minutes and effective meetings;
- Discuss the allowance for time off for safety and health committee members and worker safety and health representatives work and entitlement to pay;
- Explain educational leave for safety and health committee members and worker safety and health representatives, time allowed for educational leave and entitlement to pay;
- Reference the procedures to address safety and health concerns and make recommendations for unresolved workplace issues.

5.3 Roles, Duties and Responsibilities of a Committee and Representative

Content includes:

- an overview of the role of a safety and health committee and worker safety and health representative
- an overview of the role of a safety professional with the safety and health committee and worker safety and health representative

- an overview of the employer's role related to the safety and health committee and worker safety and health representative
- an outline of safety and health committee and worker safety and health representative duties and responsibilities, including inspections, investigations, reporting serious incidents and right to refuse investigations.

At the end of this module learners will be able to:

- Understand their role as safety and health committee members or worker safety and health representatives as it pertains to workplace safety and health and their workplaces' internal responsibility systems;
- Understand the role of safety professionals and their functions with the safety and health committee and worker safety and health representative;
- Understand the role of the employer and the employer's responsibilities towards the safety and health committee and worker safety and health representative;
- Explain the components of conducting an inspection including: frequency, content, participants, assigning corrective actions and follow-up;
- Explain the principles of an investigation including: what types of incidents to investigate, personnel and resources required to conduct an investigation and preparation of the investigation report;
- Reference the process for reporting serious incidents and incident investigation.

Employers will need to supplement any training program that meets the requirements of this training program standard with additional information, instruction and training in workplace-specific policies/procedures and workplace-specific hazards/equipment related to Workplace Safety and Health Committees or Representatives.

6. Resource Material

The Workplace Safety and Health Committee and Worker Safety and Health Representative training standard has material requirements for both learners and instructors.

The date and version number should be indicated on all resource materials, which include:

- terms and definitions
- job aids, evaluation tools and templates
- copies of the applicable provincial or federal safety legislation
- manufacturers' instructions for equipment
- participant and instructor manuals with copies of activities
- instructor manual and lesson plan

Learner materials will include:

- learning objectives, agenda, training content and evaluation/testing

Instructor materials will include:

- Instructional methods, learning activities, and lesson plan timing;
- Detailed instructor manual and lesson plans including all learning activities and audio-visual resources.

7. Learner Evaluation

The training program must include a plan for learner evaluation that meets the requirements below. There must be a variety of evaluation methods available to the instructor and/or evaluator that are appropriate to the learning outcomes.

7.1 Evaluation Methods

The training program will include methods to evaluate that key concepts have been understood by the learner using a variety of evaluation methods which are appropriate to the learning outcomes, including:

- open discussion
- group discussion
- questions and answers
- written and/or oral test, where applicable

Evaluation methods must be clearly outlined in the evaluation plan and the corresponding results must be documented by the evaluator.

7.2 Evaluation of Demonstration Learning Outcomes

- a. Learning outcomes requiring demonstration must be performed satisfactorily in order to successfully complete the Practical Module.
- b. For learners with language, literacy or accommodation needs, alternative evaluation methods may be employed to verify satisfactory demonstration of learning outcomes.. These evaluation methods must be clearly outlined in the evaluation plan and the corresponding results must be documented by the evaluator.

8. Validation/Refresher Requirements

Learners who have successfully completed an approved training program should periodically refresh their training to maintain its validity. This supports learners in maintaining their foundational knowledge and skills.

Glossary

Asynchronous instruction (ASTD)

A general term used to describe forms of education, instruction, and learning that do not occur in the same place or at the same time. It uses resources that facilitate information sharing outside the constraints of time and place among a network of people.

Blended Learning

Describes the practice of using several training delivery mediums in a single training program and typically refers to the combination of classroom instruction and eLearning.

Distance Learning

An educational situation in which the instructor and students are separated by time, location or both. Education or training courses are delivered to remote locations via synchronous or ASTD.

ELearning (Electronic Learning)

A term covering a wide set of applications and processes that includes web-based learning, computer-based learning, virtual classrooms and digital collaboration.

Face-to-Face Training

Usually refers to traditional classroom training in which an instructor teaches a course to a room of training participants. The term is used synonymously with on-site training, classroom training and instructor-led training (slightly modified from ASTD definition).

Minimum Hours for Training Delivery

The timing for instruction of a training program that excludes breaks and lunch:

- 3.5 hours of instruction is equal to a half-day of delivery;
- 7 hours of instruction is equal to a full-day of delivery.

Module

A unit of instruction that can be measured, evaluated for change, assembled to form complete courses or bypassed as a whole, and that is usually intended to teach one or a group of skills or areas of knowledge (slightly modified from ASTD definition).

Evaluator

A person who evaluates learners.

Instructor

A person who delivers training programs.

Qualification

A skill, quality or attribute that makes somebody suitable for a job, activity or task.

Workplace Safety and Health Committee means a committee established under Section 40 of the W210 Manitoba Workplace Safety and Health Act.

Worker Safety and Health Representative means the person designated as a worker safety and health representative under the W210 Manitoba Workplace Safety and Health Act.

Acknowledgements Statement

The Workplace Safety and Health Committee and Worker Safety and Health Representative working group has developed a Workplace Safety and Health Committee and Worker Safety and Health Representative Training Program Standard that outlines the minimum requirements for program objectives, training requirements and learning outcomes that are designed to educate Manitoba workers on working in compliance.

Please note that while reasonable efforts have been made to ensure that the criteria of the Training Program Standard is met, the responsibility resides with the employers to ensure compliance with the training requirements under the *Manitoba Workplace Safety and Health Act and Regulations*. In determining what rights or obligations a party may have under the province's legislation, reference should always be made to the official version of the Act and Regulation.

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