

# Health and safety committee / health and safety representative training program

## OHS information for workers and employers

### KEY INFORMATION

- The purpose of training is to ensure participants are able to meet prescribed roles as HSC co-chairs, members or HS representatives.
- Training must be obtained from an approved training agency designated by Alberta Labour.
- The material covered in the approved HSC co-chair and HS representative training courses are suitable for any worker interested in health and safety or in becoming an HSC member.

The *OHS Act* sets standards to protect and promote the health and safety of workers throughout Alberta, which includes the establishment of joint work site health and safety committees (HSC) and health and safety representatives (HS representatives).

HSC/HS representatives are involved in health and safety discussions including participation in OHS hazard identification/protection, education, and making recommendations.

### Why receive training?

HSC/HS representatives help ensure fundamental workers' rights to know and to

participate. For the HSC co-chairs/HS representatives to effectively fulfill their duties and responsibilities outlined in the legislation, they must receive specific training on their respective roles.

Mandatory training that is standardized ensures all HSC co-chairs/HS representatives are provided with the information required to effectively meet all the requirements set out in legislation.

### Who is training for?

HSC/HS representative training is mandatory for HSC co-chairs and HS representatives. Training will assist them to understand their legislated duties and functions.

Where a member of an HSC gives reasonable notice, an employer shall permit the committee member to take time away from their regular duties to attend health and safety training programs, seminars or courses of instruction. This training may include the approved mandatory training for HSC co-chairs and HS representatives.

### What training is required? Am I given time away from work for training?

The amount of time allowed annually for individual members of the HSC (including the co-chairs) or the HS representative to attend OHS training, is the greater of 16 hours or the number of hours the worker normally worked during two shifts.

An employer must ensure that each HSC co-chair or HS representative completes the mandatory two-part training. The mandatory training consists of two courses:

1. Part 1 - the prerequisite course (2 hours) and;
2. Part 2 - training course (6-8 hours).

This mandatory training counts towards the 16 hours/two shifts annual training allotment stated in the legislation. It only needs to be completed one-time.

The remaining time of the 16 hours/two shifts annual training allowance may be used for additional OHS training upon request by the HSC co-chair or HS representative. Additional training may include general health and safety training, or hazard or industry specific OHS training that would assist to effectively fulfill duties and responsibilities outlined in the legislation.

### How is HSC/HS representative training delivered? Who will provide it?

HSC/HS representative training will be delivered by approved training agencies. “Approved” means those organizations who meet Alberta Labour set criteria, and are designated by the Minister.

Part 1 (two-hour) training is mandatory for HSC co-chairs and HS representatives to ensure a common foundational understanding for HSC/HS representatives, and an equal starting point for the Part 2 training course (6-8 hour). It is recommended that Part 1 training be completed separately from Part 2. The Part 1, prerequisite course, is provided at no cost.

The Part 2 (6-8 hour) training course, is training that provides constant, real-time access to a course facilitator, through in-person interaction or remotely via video connection. Interactive

dialogue with participants is preferred, however equivalent training options may also be approved. Fees for Part 2 training are set by the approved training agency and may vary depending on agency and/or location.

### What is included in training?

Approved agencies must include the following in HSC co-chair /HS representative training, (see attached learning outcomes):

- (a) the roles and responsibilities of HSC and HS representatives,
- (b) the obligations of work site parties,
- (c) the rights of workers,
- (d) any other criteria established by the Minister.

Training agencies will supplement delivery with handouts that participants can retain for use at the work site.

Upon successful completion of the training, the training agency is required to provide a record to the participant upon successful completion. This may be a wallet card and/or certificate.

### How do I find an approved training agency?

A listing of approved training agencies can be found at:

<https://ohs-pubstore.labour.alberta.ca/edu009>

Search for a training provider and register through the training agency’s website. The list of approved training agencies will be updated as agencies are approved by Alberta Labour.

While many workplaces may have an affiliation with a particular approved training agency, there are no requirements to use a particular training provider.

## Employer obligation

The employer must ensure that the HSC co-chairs and HS representatives have completed the mandatory 2-part training. The employer is responsible for the cost of training as well as for compensating workers for the time spent in training at the worker's applicable rate of pay.

## Next steps

The employer is responsible for providing training records to Alberta Labour, upon request.

Additional training regarding duties and functions of a committee, or other OHS training, to meet the work site needs may be requested by co-chairs, HS representatives or HSC members.

## Learning outcomes

Upon completing the HSC/HS representative training, participants should be able to demonstrate understanding of the presented concepts for the following learning outcomes:

Section	Learning Outcome
1.	<ul style="list-style-type: none"> <li>Explain the purposes of the <i>OHS Act</i>, Regulation, and Code</li> </ul>
2.	<ul style="list-style-type: none"> <li>Describe the Internal Responsibility System</li> <li>Explain the three basic rights all workers have</li> <li>Apply procedures regarding right to refuse unsafe work to given situations</li> <li>Explain the prohibition against discriminatory action</li> </ul>
3.	<ul style="list-style-type: none"> <li>Explain the criteria to determine if an HSC or HS representative is required</li> <li>Identify the unique needs for HSC/HS representatives on multi-employer work sites</li> <li>Summarize the duties and functions of a committee and representative</li> </ul>
4.	<ul style="list-style-type: none"> <li>Explain the purpose of a committee's rules of procedure (terms of reference)</li> <li>Summarize training requirements for committee members and representatives</li> <li>Explain the purpose of analyzing minutes from committee meetings</li> </ul>
5.	<ul style="list-style-type: none"> <li>Explain the HSC/HS representative's role in hazard identification and control</li> </ul>
6.	<ul style="list-style-type: none"> <li>Explain the HSC/HS representative's role in workplace inspections</li> </ul>
7.	<ul style="list-style-type: none"> <li>Explain the HSC/HS representative's role in incident investigations</li> </ul>
8.	<ul style="list-style-type: none"> <li>Create appropriate HSC recommendations for employer</li> <li>Describe the roles and responsibilities of HSCs and HS representatives, in addressing workplace violence and harassment</li> </ul>
9.	<ul style="list-style-type: none"> <li>List the traits of an effective HSC and explain the purpose of conducting an evaluation of the committee's effectiveness</li> </ul>

# HSC/HS Representative Training FAQs

## Who requires mandatory health and safety training?

HSC co-chairs and HS representatives are required to receive mandatory training on the duties and functions of their respective roles.

## Are HSC members entitled to receive training?

Other members of the HSC (not co-chairs) who give reasonable notice to their employer shall be permitted to take time away from their regular duties to attend health and safety training programs, seminars or courses of instruction. All HSC members are encouraged to attend the mandatory approved training as part of their 16 hour/two shift annual training allowance.

## What is the mandatory training about?

The mandatory portion of the training includes the two-hour prerequisite, plus the six to eight hour course, delivered by [approved training providers](#).

The free two-hour prerequisite course provides the HSC/HS representative with foundational information upon which the more comprehensive HSC/HS representative training is built.

## Is “allowed” training the same as “mandatory” training?

No. In addition to the mandatory portion of the training, the balance of the 16 hour/two shift annual training allowance may be used for OHS training upon request of the HSC co-chair(s), member(s) or HS representative. The employer and the HSC/HS representative should work together to determine the most appropriate use of this training allowance.

## Do I have to take this mandatory training every year? When I change employers?

No. The mandatory training is required only one time for HSC co-chairs and HS representatives, even when they change employers. Refresher training is recommended whenever there are significant changes to the HSC/HS representative program as administered by Alberta Labour.

## Who pays for HSC/HS representative training?

The employer must pay the cost of training for HSC co-chairs and HS representatives as well as compensate the worker for time spent in training. The HSC may want to negotiate into the terms of reference for the HSC terms and conditions for who gets what type of training and who pays for the training.

### **What rate of pay applies to HSC/HS representatives while receiving training?**

The applicable rate of pay would be the rate of pay that worker is entitled to in the particular circumstances.

For example, if a worker's employment contract has a particular rate of pay for attendance of meetings of this nature - that would be applicable. If no special provision is made, it would be necessary to interpret the employment contract/collective agreement to determine the applicable rate of pay.

Another example would be if the worker is working overtime to attend the meeting. If that is the case, then the worker would be entitled to overtime pay in accordance with the collective agreement or employment contract and the Employment Standards Code.

### **Can employers train HSC or HS representative personnel in-house?**

Mandatory training for HSC co-chair /HS representative must be provided by approved training providers.

### **How will training be provided in remote locations where travel to or by an approved training provider is not practical?**

Adult learning is enhanced when participants are provided an opportunity to share facts and experiences with their peers, however it is recognized that not all training participants will be able to travel to sessions offered by approved training providers. Approved training agencies must provide an interactive and engaged learning environment that may include web-based training or video conferencing platforms. Approved providers must demonstrate the training offered meets learning objectives for the HSC/HS representative program.

### **How do I contact approved training agencies to set up my HSC/HS representative training?**

A list of approved HSC/HS representative training agencies is provided on the [Alberta Labour OHS website](#). Only select training offered by approved training providers. You can review those listed on this webpage. Contact them directly to register for training.

### **Can I choose where I go for training?**

Yes, HSC members, co-chairs and HS representatives may choose any [approved training provider](#). There are no requirements to use a particular training provider. The decision is a balance between employer funds, committee needs and desire of the worker.

### **Will I receive a certificate or record of completion when I successfully complete the training?**

Yes. The approved training provider will provide the participants who successfully complete the training with a wallet card, a certificate, or both.

## Will I have an opportunity to provide feedback to the training agency or Alberta Labour, on the quality of the training received?

Yes. At the end of each course a standard course evaluation will be administered. Participants are also invited to provide comments to Alberta Labour through the OHS Contact Centre toll-free at 1-866-415-8690 or email feedback to [lbr.jwshsc@gov.ab.ca](mailto:lbr.jwshsc@gov.ab.ca)

## Who can be approved as a training agency?

Agencies must meet specific criteria set out by Alberta Labour to be considered as authorized training providers. After reviewing the [Agency Standard](#) and [Curriculum Standard](#), training providers are invited to apply for the designation as an approved HSC/HS representative training agency.

## Where can I get more general information on HSC/HS representatives?

Alberta Labour's [Online Resource Portal](#), has several resources related to HSC/HS representatives. Also see the **FOR MORE INFORMATION** section below.

### Summary of HSC/HS representative training requirements

	HSC co-chairs	HS representatives	HSC members (not co-chairs)	All workers
Part 1 - Two-hour prerequisite (no cost)	Mandatory	Mandatory	Recommended	Recommended
Part 2 - Six to eight hour course	Mandatory	Mandatory	Recommended	*Encouraged for prospective HSC members or HS representatives
Payment for training	Employer	Employer	Discussion with employer based on committee member's duties and functions	Discussion with employer based on workers needs and job duties and functions
Time allowable for training	The greater of 16 hours or the number of hours the worker normally works during two shifts	The greater of 16 hours or the number of hours the worker normally works during two shifts	The greater of 16 hours or the number of hours the worker normally works during two shifts (with reasonable notice)	Discussion with employer

\*The two-hour prerequisite and 6-8 hour training courses would benefit any worker.

## Contact Us

### OHS Contact Centre

Throughout Alberta

- 1-866-415-8690

Edmonton & surrounding area

- 780-415-8690

Deaf or hearing impaired:

- 1-800-232-7215 (Alberta)
- 780-427-9999 (Edmonton)

### PSI Online Reporting Service

[alberta.ca/report-potentially-serious-incidents.aspx](http://alberta.ca/report-potentially-serious-incidents.aspx)

### Website

[alberta.ca/occupational-health-safety.aspx](http://alberta.ca/occupational-health-safety.aspx)

### Get Copies of OHS Act, Regulation and Code

#### Alberta Queen's Printer

[qp.gov.ab.ca](http://qp.gov.ab.ca)

#### Occupational Health and Safety

[alberta.ca/ohs-act-regulation-code.aspx](http://alberta.ca/ohs-act-regulation-code.aspx)

## FOR MORE INFORMATION:

HSC/HS Representative Training Approved Agencies (EDU009)

[ohs-pubstore.labour.alberta.ca/edu009](http://ohs-pubstore.labour.alberta.ca/edu009)

Joint Work Site Health and Safety Committee/Health and Safety Representative Training Agency Standard (EDU007)

[ohs-pubstore.labour.alberta.ca/edu007](http://ohs-pubstore.labour.alberta.ca/edu007)

Joint Work Site Health and Safety Committee/Health and Safety Representative Curriculum Standard (EDU008)

[ohs-pubstore.labour.alberta.ca/edu008](http://ohs-pubstore.labour.alberta.ca/edu008)

Joint Work Site Health and Safety Committee/Health and Safety Representative Manual (EDU006)

[ohs-pubstore.labour.alberta.ca/edu006](http://ohs-pubstore.labour.alberta.ca/edu006)

Do I need a health and safety program? (LI036-1)

[ohs-pubstore.labour.alberta.ca/li036-1](http://ohs-pubstore.labour.alberta.ca/li036-1)

Do I need a joint work site health and safety committee or a health and safety representative? (LI037)

[ohs-pubstore.labour.alberta.ca/li037](http://ohs-pubstore.labour.alberta.ca/li037)

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