

JOSH Committee Training Syllabus



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This workshop is designed to train new members of your school's Joint Occupational Safety and Health committee (the JOSH) about the role and functioning of the committee, as well as the basic responsibilities of employers and rights of workers regarding health and safety in the workplace. The training includes some preparation work and 12 modules with videos, activities, and discussions and satisfies the 8 hours of training required by WorkSafeBC for new JOSH committee members.

Preparation: 3 hours

If you have several people from your school completing this training, consider watching the videos and doing some of the activities & discussions together, particularly the safety inspection in module 6.

1. Watch 2-hour [Worksafe BC introductory video](#)
 - Note that you will have to set up a “learner account” on the Worksafe website, but just remember to exit the account set up page (i.e. don't click on the “log in from here” button) and go back to the “view online” page to log in so you won't be asked for an organization code.
2. Download and review the handbook, and download the other templates for reference during the training:
 - [Handbook for Joint Safety & Health Committee Members](#)
 - [Committee Templates and Resources](#)
 - [Incident Investigation Guide](#)
 - [Incident Investigation Template](#)
 - [Committee Evaluation Template](#)
3. Print the inspection checklist and report template (pages 18-21 in the “Committee Templates & Resources”) for the activity in module 6.
4. Gather the following documents from one of your committee chairs:
 - your committee's terms of reference (mandate)
 - minutes of the last 3 JOSH meetings
 - last annual committee evaluation
 - committee's current annual plan
 - a recent inspection report
 - a recent investigation report (if any)
5. Obtain a copy of the school's respectful workplace (bullying & harassment) policy.
6. Meet with one of the committee chairs for 15-20 minutes to gain an understanding of the committee's work and what its priorities are for the coming year.

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1

INTRODUCTION TO JOSH TRAINING

- **Duration:** 3 minute [video](#), 5 minute activity, total 8 minutes
- **Summary:** Introduces the JOSH Committee training objectives
- **Activity: 5 minutes**

If you are doing the training as part of a group, share your reasons for joining the JOSH committee at your school and what you hope to learn from this training.

2

UNDERSTANDING KEY RESPONSIBILITIES AND LEGISLATION

- **Duration:** 8 minute [video](#), 10 minute activity, total 18 minutes
- **Summary:** Understand key OHS responsibilities and legislation
- **Activity #1: 5 minutes**

Read part 1 div 1 section 14 of the Workers Compensation Act using the Worksafe BC website search function.

- **Activity #2: 5 minutes**

After watching the student safety video, find relevant sections of the WCA or Regulations.

3

DUTIES AND FUNCTIONS OF THE JOSH

- **Duration:** 7 minute [video](#), 40 minute activity, total 47 minutes
- **Summary:** Explains the committee's responsibilities, including hazard identification, incident investigations, and workplace inspections. Outlines the committee structure and required training for committee members.
- **Activity #1: 20 minutes**

Review your committee's terms of reference and compare with the sample rules of procedure. Identify any areas that are missing or may need updating and bring these to your committee chair or the next meeting.

- **Activity #2: 20 minutes**

Read the minutes of the last 3 meetings of your school's JOSH committee to familiarize yourself with the work of your committee.

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FUNDAMENTAL OHS RIGHTS

- **Duration:** 11 minute [video](#), total 11 minutes
- **Summary:** Explains workers' fundamental rights, including the right to know, participate, and refuse unsafe work, and the right for protection from prohibited actions.
- **Activity:** none

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WORKPLACE HAZARDS

- **Duration:** 7:30 minute [video](#), 3 minute activity, total 10 minutes
- **Summary:** Discusses common workplace hazards and introduces WHMIS/GHS systems for handling hazardous materials.
- **Activity:** 3 minutes
Identify hazards in sample photos provided in the video

6

WORKPLACE INSPECTIONS AND HAZARD MANAGEMENT

- **Duration:** 7:30 minute [video](#), 45-60 minute activity, total 60 minutes
- **Summary:** Covers steps for conducting effective workplace inspections, risk assessments, and applying the hierarchy of controls to manage risks.
- **Activity:** 45-60 minutes
Perform a workplace inspection, document findings using the checklist, and report back to your training group or your JOSH committee. Identify hazards and share observations.

7

INCIDENT INVESTIGATIONS

- **Duration:** 10:30 minute [video](#), 30 minute activity, total 40 minutes
- **Summary:** Details the process of investigating workplace incidents, identifying root causes, and implementing corrective actions.
- **Activity:** 30 minutes
Review a previous incident investigation report from your school. Discuss the findings with fellow trainees. If you don't have a previous investigation report, review the Worksafe template and reporting guidelines.

8

ORIENTATION FOR NEW AND YOUNG WORKERS

- **Duration:** 8 minute [video](#), 30 minutes activity, total 38 minutes
- **Summary:** Highlights the importance of tailored safety training for new and young workers.
- **Activity:** 30 minutes
Discuss with your school's admin team or JOSH committee what training is done for orientation of new & young workers and identify any suggestions for improvement for discussion at your next committee meeting.

9

RESPECTFUL WORKPLACE/BULLYING AND HARASSMENT POLICIES

- **Duration:** 3 minute [video](#), 20 minutes activity, total 23 minutes
- **Summary:** Defines bullying and harassment and outlines responsibilities of employers, workers, and supervisors.
- **Activity:** 20 minutes
Review your school's respectful workplace/ bullying and harassment policy and training program, and identify any suggestions for improvement for discussion at your next committee meeting.

10

COMMUNICABLE DISEASE PREVENTION PLAN

- **Duration:** 2 minute [video](#), total 2 minutes
- **Summary:** Discusses employer responsibilities and the JOSH Committee's role in disease prevention.
- **Activity:** None

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COMMITTEE EVALUATION AND PLANNING

- **Duration:** 2:30 minute [video](#), 20 minutes activity, total 23 minutes
- **Summary:** Explains the requirement for annual committee evaluations and the importance of planning to ensure committee effectiveness.
- **Activity #1:** 10 minutes
Review last year's committee evaluation
 - Was the evaluation completed in a timely manner?
 - Did your committee consider itself effective?
 - Did your committee follow its mandate and rules of procedure?
 - Did your committee note any actions for improvement?
- **Activity #2:** 10 minutes
Review the most current annual plan and identify 1-2 items you would recommend to improve the plan based on what you have learned during this course.

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FINAL SUMMARY AND RESOURCES

- **Duration:** 3:30 minute [video](#), activity 10-12 minutes, total 15 minutes
- **Summary:** Recaps all modules and highlights resources for continuous learning.
- **Activity:** 10 minutes
Identify opportunities for future education and training, either for committee members or for all school staff, and share at a future committee meeting.

Total Workshop Duration

- **Prep time:** 3 hours
- **Video Content:** 1.5 hours
- **Exercises and Discussions:** 3.5 hours
- **Total Workshop Time:** 8 hours

Once you have completed all the videos and activities, report this in writing (e.g. email) to your committee chair for inclusion in the committee's records. Be sure to bring the ideas and recommendations you learned during this training to a future committee meeting.

If you have any questions about this syllabus or the training videos, please contact Tracey Yan, SCSBC's Director of Finance, at traceyyan@scsbc.ca.