



YOUR ONLINE TRAINING CONNECTION

WORKPLACE (HEALTH AND SAFETY) COMMITTEES

According to Part II of the Canada Labour Code, a Workplace Committee is required for each workplace controlled by the employer at which 20 or more employees are normally employed.

A Workplace Committee is a vehicle by which **constructive and meaningful consultation** should take place in order to deal with matters pertaining to health & safety in the workplace. All issues must be dealt with **honestly and impartially** by the Committee if it is to work properly. The Workplace Committee is comprised of a team of both employees and management representatives who have **individual and collective responsibilities** to search for facts and solutions to resolve health and safety problems.

In order to meet these responsibilities, members of the Workplace Committee should have sufficient training to carry out their roles.

Training Solution – Online Workplace Health & Safety Committees Course

This course is designed to address the common roles and responsibilities that Workplace Health & Safety Committee members will exercise. *This course is specifically designed to assist **federally governed workplaces*** (for other workplaces please refer to the *Joint Health and Safety Committee Orientation* course).

Course Overview

Upon completing this course, participants will learn about:

- The powers and functions of a Workplace Committee
- The requirements of Part II of the Canada Labour Code and the Canadian Occupational Health and Safety Regulations as they relate to a Workplace Committee
- The responsibilities of employees and the union(s)
- The process to follow in the event of a refusal to work
- The Internal Complaint Resolution Process.

Online Course Offers Convenience and Efficiency

These courses are powered by the **Link2eLearning** LMS (Learning Management System), so you can track course progress and completion. Each training solution provides quizzes, a final exam and a course completion certificate.

BENEFITS OF LINK2ELEARNING

All of Link2eLearning's online courses are offered through our learning management system (LMS).

Link2eLearning online learning is:

- ✓ **Easy to use** – for delivering and tracking employee training across the organization - *providing instant, accurate reporting for workplace audit*
- ✓ **Globally accessible** – available anytime, anywhere there is Internet access
- ✓ **Cost-effective** – eliminating the cost of facility rental, travel cost and lost time required for instructor-led training
- ✓ **Flexible** – courses and administrative functions can be scheduled to suit individual needs
- ✓ **Consistent** – enabling you to provide standard training material to all employees across the organization

LMS FEATURES

Employees can:

- Self-register on a secure site
- View and complete the course at their convenience
- Participate in online quizzes
- Produce certificates of completion

Administrators can:

- Monitor participation
- Easily track results
- Export data

FOR MORE INFORMATION :

 **1-800-797-2129**

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