

**EASTERN ONTARIO LABOUR COUNCILS**  
**WORKERS HEALTH & SAFETY CENTRE - OTTAWA REGIONAL OFFICE**  
**ONTARIO FEDERATION OF LABOUR OCCUPATIONAL DISABILITY RESPONSE TEAM**  
**FALL 2010 HEALTH & SAFETY/WCB EDUCATIONAL**

Isaiah Tubbs Resort & Conference Centre  
 RR 1, West Lake Road, Picton Ontario K0K 2T0  
 Visit them at [www.isaiahtubbs.com](http://www.isaiahtubbs.com) ♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦ Full Residential *Shared Accommodations*

**Wednesday November 17 - Sunday Nov. 21, 2010**

**COURSES OFFERED (all 30 Hours):**

1. Level I - WHSC Basic Occupational Health & Safety Awareness
2. Confronting Bullying & Harassment / Violence in the Workplace (New legislation Bill 168)
3. Putting Your Workplace Under A Microscope - FOCUSING ON WORKPLACE INSPECTIONS (You must hold a Level 1 certificate OR certified worker training to enrol)
4. ♦ OFL-ODRT WCB Program Level 1 & 2
5. ♦ OFL-ODRT WSIB Return To Work Program (Pre-requisites are Level I and II)

♦ **ADDITIONAL MATERIAL FEE of \$75.00 for course #'s 4, and 5**

**SCHEDULE:**

**Wednesday, Nov 17th, 2010**

After 3:00 p.m. Room check - in  
 6:00 p.m. - 7:00 p.m. Dinner  
 7:45 p.m. - 8:00 p.m. - **REGISTRATION** - MacDonald Hall  
 8:00 p.m. - **Opening** - MacDonald Hall (*Your Attendance is required*)  
**8:30 p.m. All Class will begin after the Opening session**

**Saturday Nov 20, 2010**

7:15 a.m. - 8:30 a.m. Breakfast  
 8:30 a.m. - 12:00 p.m. Classes  
 12:00 p.m. - 1:00 p.m. Lunch  
 1:00 p.m. - 5:00 p.m. Classes  
 6:30 p.m. - **Saturday Graduation Banquet. (Guest speakers)**  
 9:00 p.m. "Solidarity Pub"- Karaoke Night in the hospitality room

**Thursday Nov 18th & Friday Nov 19th, 2010**

7:15 a.m. - 8:30 a.m. Breakfast  
 8:30 a.m. - 12:00 a.m. Classes  
 12:00 a.m. - 1:00 p.m. Lunch  
 1:00 p.m. - 5:00 p.m. Classes  
 6:00 p.m. - 7:00 p.m. Dinner  
**8:00 pm Evening Activities**

**Sunday Nov 21, 2010**

7:15 a.m. - 8:30 a.m. Breakfast  
 8:30 a.m. - 12:00 p.m. Classes

**REGISTRATION DEADLINE**  
**November 3rd, 2010**

**Check your registration on our web page**  
<http://laboureducation.webs.com/index.htm>

**Please Note** - (1) Shared accommodations are 2 persons to a room. (2) Single rooms are subject to an additional \$50.00 per night charge payable to the school. (3) Cancellations after Nov. 9 will be subject to a charge of \$200.00 per person, after Nov. 12 full charges will apply. (4) Family members may attend with participants please contact Peter, for arrangements.  
 Call Peter at (613) 539-3622 or e-mail [peter@rbsinternet.com](mailto:peter@rbsinternet.com) for more information, **special needs, or arrangements.**  
 Or call the WHSC Ottawa Office (613) 232-7866 or 1-888-869-7950 (ask for Diane or Debbie) or email [diane@whsc.on.ca](mailto:diane@whsc.on.ca) FAX: 613.232.3823

**Base Registration Fee: \$620.00** (Includes accommodations, meals, educational material, & shirt)  
 Make cheques payable to: **"Labour Councils Health & Safety Education"**

**Please include the additional Material fee of \$75.00 for course # 4, & 5**

**Day rate: \$270.00** (Includes Lunch Daily & Banquet Dinner on Saturday night)

NAME \_\_\_\_\_ PHONE Home (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ PHONE Work (\_\_\_\_) \_\_\_\_\_

UNION \_\_\_\_\_ LOCAL \_\_\_\_\_ NOW A SMOKE FREE FACILITY

1ST CHOICE \_\_\_\_\_

**\*\*We must have 10 participants registered to give you your 1<sup>st</sup> choice otherwise you will automatically be transferred into your 2<sup>nd</sup> choice.**

2ND CHOICE \_\_\_\_\_

SINGLE ROOM REQUESTED \_\_\_\_\_ (Additional Charge of \$50.00 per night OR \$200.00 for the school)

**Please Circle SHIRT Size: S M L XL XXL XXXL** AMOUNT ENCLOSED WITH REGISTRATION \$ \_\_\_\_\_

**TO REGISTER:** Fax to: 613.359.5793 Email to: [peter@rbsinternet.com](mailto:peter@rbsinternet.com)  
 Mail to: Labour Councils Health & Safety & WCB Education  
 c/o Peter Boyle, 195A Hughs Road, Elgin Ontario, K0G 1E0  
**REGISTRATION DEADLINE: November 3rd, 2010**

# PROGRAM DESCRIPTIONS Fall 2010

## Course # 1 – WHSC Level 1 Health & Safety

Level I embrace's an entire gamut of health and safety issues by focussing on hazard recognition and the rights and responsibilities of the workplace parties, as prescribed by existing legislation. This 30-hour core program consists of seven modules that identify the respective roles of the workplace parties - management, government and labour regarding health and safety; explains current health and safety legislation, provincial or federal; discusses how the body functions and the damaging effect hazards have on it; features carcinogens, and how to recognize them and toxic substances, as well as their sources.

## Course # 2 – H&S - Confronting Bullying & Harassment/Violence in the Workplace

This new program will strengthen the capacity of Union representatives to challenge bullying and harassment/violence, and promote a respectful workplace. It will review existing laws and legal decisions – their limits and possibilities as tools, Bullying and psychological harassment as part of a spectrum of violence.

## Course # 3 – H&S - Putting Your Workplace Under A Microscope – Focusing On Workplace Inspections

This advanced workshop designed for JHSC worker members, and certified reps will examine how to advance committee effectiveness with a major focus on skills and strategies to more successfully use the workplace inspection rights to bring about greater protection of our members at work. Hone your skills to investigation, research, assess and report workplace hazards and develop strategies that are effective for your workplace.

## Course # 4 – OFL-ODRT WCB Program Level 1 & 2

**WSIB Rights & Obligations (Level 1)** an introductory 12 hour course that provides an overview of Ontario's compensation system. Participants will learn about the history and evolution of workers' compensation. Parts of the Workplace Safety and Insurance Act will be reviewed to give a clear understanding of what workers and employers are covered mandatorily under the compensation scheme. There will be detailed discussion regarding the legal definition of accident as well understanding what injuries are considered work-related. The Board's legal tests that are applied in decision-making will be examined. Participants will review the statutory obligations of both workers and employers mandated by the Workplace Safety and Insurance Act. They will also learn what rights are provided by the legislation. Also included will be a review of Early and Safe Return to Work, the re-employment obligation and insight into the operations of the WSIB. Hands on experience interpreting and completing Board forms are included. Pre-requisites are Level I and II ODRT courses or equivalency.

**WSIB Benefits & Representation (Level 2)** this course provides participants with the knowledge of the benefits and services available and how to properly conduct themselves as representatives in the workers' compensation system. Benefits and services will be explained in detail, including NEL, FEL, LOE, LMR and PPD. Participants will be shown how the Board calculates injured workers' benefits. Short term and long term calculations will be explained so that participants understand what and when monetary items such as overtime are included in the worker's earnings basis. Legislative and policy changes including Bills 162, 165, 15 and 99 will be discussed. Participants will gain an appreciation of the Board's Service Delivery Model which will foster better interaction techniques. Participants will learn how to examine claim files and master the art of communication with physicians and Board staff. Hands on experience will be received through a series of exercises using a Board file.

## Course # 5 - ODRT/OFL WCB- Return to Work Program

This 30 hour course is for those who work as or desire to work as Return to Work Specialists. The course focuses on the process of helping injured workers return to work as quickly and safely as possible, with dignity and job security. Topics include: identifying and overcoming barriers in the RTW process, determining essential duties, identifying and offering short term and long term suitable work, how to develop accommodation and job restructuring plans, worker obligations, disability related legal principles including the duty to accommodate, the employers' obligation under legislation, contract language, RTW committees, Labour Market Re-entry services and RTW mediation. Graduates of this course will be prepared to immediately impact on re-employment at their individual workplaces. Their contributions can result in significant cost savings for the employer and the Board alike. Pre-requisites are Level I and II ODRT courses or equivalency.

**Check our web page for more information:** <http://laboureducation.webs.com/index.htm>  
*View and print registration forms, find details about the school, schedules, school photos, resort information and location, and confirm you are registered to attend. We encouraged joining the site as a member to receive automatic notifications of school webpage updates.*