



Workplace Safety Education Sessions 2024 Winter-Spring Schedule

Most recent update: January 22, 2024

The Workers Compensation Board (WCB) of PEI offers educational sessions to workers, employers and to the public to support building healthy and safe workplaces across Prince Edward Island. Sessions are **FREE** and are delivered online or in-person. Pre-recorded webinars are also available to watch anytime, anywhere! Sessions customized for your workplace can also be arranged on demand and are also free of charge. Email or give us a call to discuss workshops you would be interested in hosting at your workplace: ohs@wcb.pe.ca or 902-368-5697. And check out our website for additional information on all things workplace health and safety: wcb.pe.ca

ONLINE SESSIONS

For online sessions, registration is required by emailing ohs@wcb.pe.ca or by calling 902-368-5697. When you register, a link to the online session will be provided. Online sessions are delivered live, with a facilitator.

SESSION TOPICS

Each session is described in detail starting on page 4.

ONLINE SESSIONS		
SESSION TOPIC	DATE	TIME
Psychological Health and Safety in the Workplace	January 9, 2024	9:00 to 10:00 a.m.
Workplace Harassment and Violence	February 20, 2024	9:00 to 10:00 a.m.
OHS Safety Basics: Navigating PEI's OHS Landscape	February 27, 2024	9:00 to 10:00 a.m.
Supervisor Safety Responsibilities	March 5, 2024	9:00 to 10:00 a.m.
Creating a Safe Environment for New and Young Workers	April 8, 2024	9:00 to 10:00 a.m.
Identifying and Controlling Hazards	April 23, 2024	9:00 to 10:00 a.m.

IN-PERSON SESSIONS

For in-person sessions, registration is required by emailing ohs@wcb.pe.ca or by calling 902-368-5697. Space is limited so make sure to register early!

SESSION TOPICS

Each session is described in detail starting on page 4.

IN-PERSON SESSIONS			
SESSION TOPIC	DATE	TIME	LOCATION
Health and Safety Committee Basics + Workplace Inspections	January 16, 2024	9:00 to 12:00 p.m.	Hampton Inn 300 Capital Drive, Charlottetown
Supervisor Safety Responsibilities	January 23, 2024	9:00-12:00 p.m.	Hampton Inn 300 Capital Drive, Charlottetown
Identifying and Controlling Hazards	January 30, 2024	9:00-12:00pm	Hampton Inn 300 Capital Drive, Charlottetown
Hearing Conservation Programs	February 6, 2024	9:00-10:30am	Loyalist Inn 196 Heather Moyse Drive, Summerside
Health and Safety Committee Basics + Workplace Inspections	February 13, 2024	9:00-12:00 p.m.	Loyalist Inn 196 Heather Moyse Drive, Summerside
Workplace Harassment and Violence	March 12, 2024	9:00-12:00 p.m.	Loyalist Inn 196 Heather Moyse Drive, Summerside
Psychological Health and Safety in the Workplace	March 19, 2024	9:00-12:00 p.m.	Hampton Inn 300 Capital Drive, Charlottetown

Respiratory Protection Programs	April 3, 2024	9:00-10:30 a.m.	Hampton Inn 300 Capital Drive, Charlottetown
Supervisor Safety Responsibilities	April 9, 2024	9:00-12:00 p.m.	Loyalist Inn 196 Heather Moyse Drive, Summerside
Identifying and Controlling Hazards	April 15, 2024	9:00-12:00 p.m.	Loyalist Inn 196 Heather Moyse Drive, Summerside
Health and Safety Orientation + Training	April 30, 2024	9:00am- 12:00pm	Hampton Inn, 300 Capital Drive, Charlottetown

PRE-RECORDED WEBINARS

The WCB offers the following pre-recorded webinars in an ongoing effort to provide workers and employers with workplace health and safety education. These webinars provide a convenient option for orientating new employees, educating safety committees or enhancing the company safety culture by promoting workplace health and safety. Pre-recorded webinars can be viewed anytime, anywhere!

Click on the links below to view each pre-recorded webinar.

[Young Worker Safety: Changing the Culture](#)

[Workplace Safety for Supervisors](#)

[Health and Safety Committee Basics](#)

[Workplace Harassment Regulations](#)

WORKPLACE SAFETY EDUCATION SESSIONS - in alphabetical order

Creating a Safe Environment for New and Young Workers

Whether they realize it or not, it is largely employers and supervisors who determine the general culture, as well as the health and safety culture, of a workplace. **For new and young workers, learning how to do your job well is a great first step in preventing workplace injury as, chances are, they probably haven't thought about the different ways they can be injured at work.** The reality is that what you don't know CAN hurt you! Participants will learn about the significant influence supervisors can have on new and young worker safety, and how employers and supervisors might capitalize on this. In this session, participants will hear what PEI workers say about their hesitation to raise their workplace safety concerns, and what they can do to encourage workers to speak up.

Identifying and Controlling Hazards

Hazard assessment is the cornerstone of a successful health and safety management system. It must be performed correctly and reviewed regularly to ensure the workplace remains free of unnecessary hazards. This in-person session teaches participants how to properly identify, assess and control workplace hazards in accordance with provincial occupational health and safety legislation. Participants will learn strategies and methods of recognizing, evaluating and documenting workplace hazards.

Health and Safety Committee Basics + Workplace Inspections

Did you know workplaces with 20 or more workers must have a safety committee? **An effective safety committee is a group of worker and employer representatives working together to promote health and safety in their workplace.** This session will provide you with everything you need to know to establish a safety committee in your workplace that meets the requirements of PEI's *Occupational Health and Safety Act*. In addition to committees, this session will also teach you how to effectively prepare, conduct, and document workplace inspections. Learn about the types of inspections, as well as the roles of key participants: employers, supervisors, workers, and health and safety committees.

Health and Safety Orientation + Training

Starting new workers off with a proper health and safety orientation is an important part of an effective workplace safety culture. It is also required by law. **New workers must be aware of their health and safety responsibilities,** applicable OHS legislation, and how to reduce the risk of an incident by identifying and controlling safety hazards. This introductory course will help participants understand how to effectively deliver safety orientation and training to promote a strong safety culture in the workplace.

Hearing Conservation Programs

What did you say? Could you speak up? I can't hear you! Work for many people happens in a noisy environment. Overtime, high hazard noises can leave some workers with significant hearing loss. Hearing loss has a huge impact on an individual's overall health and wellbeing.

The good news is that noise-induced hearing loss is preventable. In this session, participants will be provided with an overview the PEI legislative requirements for noise - Part 8 of PEI's Occupational Health and Safety General Regulations - and the key elements to an effective hearing conservation program.

Psychological Health and Safety in the Workplace

Worker health is pivotal to organizational success, impacting motivation, attendance, and the prevention of workplace incidents.

Beyond physical safety, this workshop redefines safety to include mental well-being, recognizing that a healthy mind is as crucial as a healthy body in creating a safe workplace environment. Join us to explore the holistic dimensions of safety, understanding how promoting both physical and mental health contributes to a thriving and resilient workforce.

Respiratory Protection Programs

Developing an effective respiratory protection program involves hazard assessment, selection of appropriate type of respirator, attention to filter/cartridge selection, respirator user screening, fit-testing, worker training, and more! Part 45 of PEI's Occupational Health and Safety General Regulations requires that employers meet the CSA Standard Z94.4-18 (Selection, Use, and Care of Respirators) when respirator protection is required. In this session, participants will be introduced PEI legislation, the CSA Standard, and some helpful tips on respiratory protection program development.

Safety Basics: Navigating PEI's OHS Landscape

Join us for an engaging and informative **1-hour virtual journey through the core principles of Occupational Health and Safety (OHS) legislation in Prince Edward Island.** This concise yet comprehensive presentation is tailored to provide a deep understanding of PEI's regulatory framework, empowering attendees with essential knowledge of their rights and responsibilities within the workplace. Whether you're an employer, supervisor, or worker, this session offers valuable takeaways to enhance workplace safety for everyone.

Supervisor Safety Responsibilities

Supervisors play a critical role in ensuring health and safety in the workplace. **Because they direct the work of others, supervisors are well positioned to impact safety culture at work.** This session will introduce participants to the concept of due diligence and inform them of the legal responsibilities supervisors have for worker safety. This session also takes a close look at the Health and Safety Orientation and the role it can play in making workplaces safe. Topics to be covered include employer responsibilities around orientation, the benefits of a well-planned orientation, tips for developing and delivering an effective orientation, and the components which should be included.

Workplace Harassment and Violence

Workplace harassment can undermine a person's dignity and well-being. **When not addressed, it can lead to negative outcomes for the workplace, including absenteeism, stress, and decreased morale.** This session will introduce participants to the Workplace Harassment Regulations and outline the employer and worker responsibilities in establishing a harassment-free workplace. This session will also introduce participants to PEI's Workplace Violence Regulations and cover prevention strategies to keep workplaces safe.