

## 107 OHS in Small Business



*Instructional time – full day*



### Target Audience

- This course is ideal for small business owners (less than 20 people) and people wanting to start a new business in British Columbia.



### Learning Outcomes

- Participants will:
  1. Explain regulatory requirements relevant to the responsibilities of employers, supervisor, workers and others;
  2. Identify the elements of an OHS Program and key factors in the practice of due diligence;
  3. Learn the key elements that apply to small business such as investigating incidents, performing inspections, developing safe work procedures and maintain documentation;
  4. Apply strategies to manage claims and control WCB costs; and
  5. Understand the roles and functions of the WCB Officers.



### Delivery Method

The OHS in Small Business class is divided into three parts:

- Theory;
- Table top exercise; and
- Practical case study.



### Demonstration of Skills and Knowledge

- Complete a safe work procedures;
- Perform a mock incident investigation;
- Perform a formal site inspection. It may be all or part of the worksite, depending on the size of the site; and
- Complete a WorkSafeBC exam (75% passing grade required).



### Topics

1. Use of OHS Regulation;
2. Responsibility for OHS & due diligence requirements;
3. OHS program review;
4. Accident investigation and reports;
5. Assessment rates and claim cost;
6. WCB officer functions;
7. Site inspections; and
8. Safe work procedures.