

COCA WCB Update #369 July 30, 2007

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Young Worker Regulation Now in Place

Effective July 26, 2007, all employers must ensure that a young or new worker is given health and safety orientation and training specific to his/her workplace **before** the young or new worker begins work.

To assist with this process, COCA has summarized the training requirements. You can use the checklist below as your guide to training – and to ensure that the training is documented.

Following is a summary of the training that must be provided for the new/young worker. The complete Regulation is available online at www.worksafebc.ca

- ☞ **Name/contact information for Supervisor**
- ☞ **Rights & responsibilities**
- ☞ **Workplace Health and Safety rules**
- ☞ **Workplace hazards and their recognition**
- ☞ **Working alone or in isolation**
- ☞ **Violence in the workplace**
- ☞ **Personal Protective Equipment**
- ☞ **First Aid; where, how to report**
- ☞ **Emergency procedures**
- ☞ **Instruct & demonstrate the work task and process**
- ☞ **Occupational Health & Safety (OHS) program**

☞ Understanding WHMIS

☞ Contact information for the OHS Committee

The new WorkSafeBC Regulation also requires that the employer comply with these elements of the training process:

☞ Training is to be done before the worker begins work

☞ Additional training is required if: your staff observe the worker not working safely or the worker requests more training

☞ As employer, you must keep records of orientation & training

(WorkSafeBC Regulation 3.23 to 3.25)

Who Can Help?

Fortunately for BC contractors, an industry operated, non-profit organization called the Construction Safety Association of BC (CSABC) offers training that is designed to meet or exceed the WorkSafeBC Regulation. A Certificate of Recognition program even provides for a 5% rebate on WorkSafeBC assessments.

Full information on how to register for COR, what courses are available and how to qualify is available at the CSABC website: www.csabc.ca or by calling Cathy Lange, Project Coordinator, at: 604-315-3722.

Also, please see the enclosed link to WorkSafeBC site that contains information on the new/young worker program.

The information includes a sample Worker Orientation form that could be helpful.

EXCERPT from NEW REGULATION

PART 3: RIGHTS AND RESPONSIBILITIES

YOUNG OR NEW WORKERS

Definitions 3.22 In sections 3.23 to 3.25:

“*new worker*” means any worker who is

- (a) new to the workplace,**
- (b) returning to a workplace where the hazards in that workplace have changed during the worker’s absence,**
- (c) affected by a change in the hazards of a workplace, or**
- (d) relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker’s previous workplace;**

“*young worker*” means any worker who is under 25 years of age.

Young or new worker orientation and training

3.23

(1) An employer must ensure that before a young or new worker begins work in a workplace, the young or new worker is given health and safety orientation and training specific to that young or new worker’s workplace.

(2) The following topics must be included in the young or new worker’s orientation and training:

- (a) the name and contact information for the young or new worker’s supervisor;**

- (b) the employer's and young or new worker's rights and responsibilities under the *Workers Compensation Act* and this Regulation including the reporting of unsafe conditions and the right to refuse to perform unsafe work;**
- (c) workplace health and safety rules;**
- (d) hazards to which the young or new worker may be exposed, including risks from robbery, assault or confrontation;**
- (e) working alone or in isolation;**
- (f) violence in the workplace;**
- (g) personal protective equipment;**
- (h) location of first aid facilities and means of summoning first aid and reporting illnesses and injuries;**
- (i) emergency procedures;**
- (j) instruction and demonstration of the young or new worker's work task or work process;**
- (k) the employer's health and safety program, if required under section 3.1 of this Regulation;**
- (l) WHMIS information requirements set out in Part 5, as applicable to the young or new worker's workplace;**
- (m) contact information for the occupational health and safety committee or the worker health and safety representative, as applicable to the workplace.**

Additional orientation and training

3.24 An employer must provide a young or new worker with additional orientation and training if

- (a) workplace observation reveals that the young or new worker is not able to perform work tasks or work processes safely, or**
- (b) requested by the young or new worker.**

Documentation

3.25 An employer must keep records of all orientation and training provided under sections 3.23 and 3.24.

