



# Frequently Asked Questions

## WorkSafeNB workshops

### **How do I check the status of the workshop I've registered for?**

To check on the status of your workshop, please visit [this page](#) and select the type of workshop you are attending. If any courses are cancelled it will appear in the dropdown list, under the "Status" column next to that workshop. If the course is showing "Full" or "Spaces available", it is still taking place.

We recommend you check the status of your workshop the morning of the event in case there is a last minute cancellation due to weather or uncontrollable circumstances.

### **What happens if a workshop I have registered for is cancelled?**

In the event that a workshop is cancelled, registered participants will be contacted and given the details of the next available workshops.

### **What should I bring to my workshop?**

Please bring a pen or pencil and notepad. You are welcome to bring snacks and a lunch as these items are not provided. Coffee, tea and water will be provided during breaks.

### **What is the cost to attend?**

There is no cost to you. WorkSafeNB and its services are funded by New Brunswick employers.

### **I have allergies. Is the workshop venue a scent-reduced environment?**

WorkSafeNB promotes a scent-reduced environment at its workshops. We can't guarantee, however, there will be no scents that could trigger allergies.

### **The workshop I want to take is full. Is there a waiting list? If so, how do I get on it?**

Yes, we keep waiting list. Please contact your regional office to have your name added to the list. You'll be offered an opportunity to attend on a first-come, first-serve basis.

**Are there any participant guides or course handouts available online?**

The course outlines and some handouts are available at worksafenb.ca. Participant guides are only available when you attend.

**I'm not currently working. Can I still sign up for a workshop?**

Yes, these workshops are available to anyone.

**Am I covered under the *Workers' Compensation (WC) Act* while attending?**

If you are participating as part of employment (your employer approved your attendance), this would be considered a normal working day, and you would be covered by the *WC Act*.

**If I miss a couple of hours of the workshop for personal reasons, can I still get my certificate?**

Please discuss this concern with your WorkSafeNB education consultant. You may need additional training.

**What if I can't attend? How do I cancel my registration?**

Contact the regional WorkSafeNB office and let us know. Some workshops have a waiting list, and we appreciate your notice.

**If I can't attend the workshop and forget to cancel my registration, will I (or my company) be charged a cancellation fee?**

No, we don't charge cancellation fees. We would appreciate your early notice however, so someone on a waiting list may attend.

**I've registered for a workshop but cannot attend. Can I send someone else in my place?**

Yes, but please advise us of the change before the training or advise the education consultant upon arrival at the workshop.

**Can a WorkSafeNB consultant come to my workplace to deliver a workshop?**

This is possible. Your employer will need to contact a WorkSafeNB regional office and make the request. If accepted, your employer must provide a suitable location and supplies, if required.