

# Frequently Asked Questions

## JHSC training

### **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 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](http://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.

**Should I bring anything to the workshop?**

Please bring a pen or pencil and notepad. If your committee has a terms of reference (a document that outlines your committee functions), please bring a copy. You are welcome to bring snacks and a lunch as these items are not provided. Coffee, tea and water will be provided during breaks.

**Does my employer have to pay for my meals, parking, travel and accommodations when I attend JHSC training?**

Your employer must pay your regular rate of pay and any benefits you'd normally be entitled to while participating in the workshop (*Occupational Health and Safety (OHS) Act*).

As for meals, parking, travel and accommodations, the *OHS Act* does not require your employer to pay these costs. It's the employer's responsibility, however, to ensure you, as a JHSC or health and safety representative, take the program. We recommend you discuss these additional expenses with your employer.

**Is my employer required to pay overtime when travelling to and from the workshop?**

If this is a benefit you would be entitled to in your normal course of work, your employer would be required to pay overtime.

**Are there tests and homework?**

You won't need to take a test, but a review at the end of the three-day workshop will help ensure you understand the information. Education consultants, at their discretion, may assign homework.

**If I can't attend the workshop on all three days, can I make up for missed time at a later date?**

You must attend the three days consecutively. In emergency situations, please discuss options with your WorkSafeNB education consultant. Day 1 must always be completed first.

**Instead of attending the training in three consecutive days, can I attend this workshop over a three-week period (Day 1 one week, day 2 another week ...)?**

No, you must take the course over three consecutive days. Again, exceptions may be made for emergencies.

**Do I have to retake the JHSC training if I completed it in another province?**

Acts and regulations differ from province to province. You'll need specific training for New Brunswick workplaces.

**Once I've taken this workshop, do I ever have to take it again?**

The current *OHS Act* does not require re-certification. You may wish to refresh or update your knowledge at your discretion, however.

**Do other service providers provide this workshop?** Only WorkSafeNB is authorized to provide the three-day JHSC training in New Brunswick. Your employer may have an internal staff member who has successfully completed the WorkSafeNB Train the Trainer program. In this case, you may be trained by this person.

**JHSC training is legislated. Are any other courses offered by WorkSafeNB mandatory?**

No, not at this time.

**If I'm an alternate on a JHSC committee, do I have to take the JHSC core training??**

If, as an alternate, you participate in the committee, we strongly recommend you attend JHSC training. It is not mandatory, however.