

HEALTH & SAFETY COMMITTEE TRAINING REQUEST FORM

Process:

Step 1: Register for the event through the HSA member portal on the HSA website. You will be listed as registered but **MUST** also complete and upload this Health & Safety Committee Training Request form as listed in the steps below. If this form has not been received by the due date, your registration will be **CANCELLED**.

Step 2: Submit all pages of this form to your manager with reasonable notice for approval. Your manager will need to review the form and business needs before returning it to you with their signature. If your manager does not provide approval of the form **within two (2) weeks** of submission, please notify HSCTraining@hsaa.ca.

Step 3: Scan or take a photo of this completed form and upload to the [Outstanding Documents](#) page of your member portal **no later than one (1) week from the event date**; a copy of this form can also be provided to the employer's payroll department. You will receive weekly reminder emails that there is outstanding documentation due until the form is uploaded.

Step 4: Once you've completed the online registration and have uploaded this completed form to the [Outstanding Documents](#) page of your member portal, complete all other applicable Employer scheduling request processes.

***HSA will cover additional costs for members whose regularly scheduled shifts exceed 8 hours, those receiving shift differentials, or those requiring travel days, in accordance with HSA Member Expense Policies.**

To ensure reimbursement for these specific circumstances, members must complete the Time Off for Union Business form. The relevant policies and forms are available on the member side of the HSA website.

Education/Training Request Information

***Please check** which training event(s) you are requesting to attend and enter the location/date(s) you are requesting to attend. This information **MUST** match the location/date listed in your online registration. You will only be able to register for the event listed in your event eligibility area.*

HSW Training Event:

HSW Training Date:

HSW Training Location:

Hours Applying to Training Entitlement: **8 hours***

Member Information

Member Name:

Worksite:

JWHSC Name:

JWHSC Member Since:

Member Signature:

Manager Notification & Approval

This is a request to attend training as provided for in OHS legislation. HSA will be covering travel and meal expenses for the member as applicable. As per legislation, wage expenses for the training entitlement are to be covered by the employer for an HSC member when reasonable notice has been provided. For applicable legislation or course information, please refer to page two.

Manager Name:

Date Notified:

Manager Signature:

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APPLICABLE LEGISLATION OHS Code Part 13

Time away for committee or representative work and entitlement to pay

199.3 A worker who is a member of a joint health and safety committee or who is a health and safety representative is deemed to be at work during the times the worker is performing joint health and safety committee or health and safety representative duties, or attending training in connection with these duties.

JOINT HEALTH AND SAFETY COMMITTEE TRAINING COURSE (JHSC TRAINING COURSE)

This course will allow participants to learn about and practice fundamental skills for effective committee participation in the workplace. The course will cover the legal requirements of JHSCs and the responsibilities for co-chairs.

In this course participants will learn about:

- Obligations of Work Site Parties
- OHS Rights of Workers
- Functions and duties of HSC
- Roles & Responsibilities of Co-Chairs on HSC

Note: This course meets the (Provincial) mandatory minimum training requirements indicated in Alberta OHS Legislation. Training requested by committee members related to JWHSC duties and responsibilities must not be unreasonably denied, and wages to attend the JWHSC education must be paid in accordance OHS Code Part 13, Section 199.3, and applicable Articles of your Collective Bargaining Agreement (CBA).