



UVic Local Safety Committees (LSC) and University Safety Committee (USC) members are entitled to an annual educational leave of up to 8-hours for the purposes of attending approved occupational health and safety training in accordance with the [Workers' Compensation Act \(section 41\)](#). This educational leave can be exercised by any LSC or USC member, and is additional to the required training provided by Occupational Health, Safety & Environment (OHSE) for new committee members.

Approved WorkSafeBC (WSBC) courses are those offered by the [BCFED Health and Safety Centre](#) or [Employers' Advisers Office](#), but may include other courses or training providers, including on-campus health and safety training offerings. LSCs or USC are encouraged to explore options with their committee employer representatives or OHSE for hosting a course on campus, which may also be of interest to other committee members.

As there is no prescribed list of approved courses, committee members or supervisors should contact [OHSE](#) if they are unsure whether a particular course would be considered acceptable to WSBC.

### **Procedure to Request Approval to Attend Training**

- Committee members should first discuss courses that they wish to attend with their LSC or USC, and seek agreement from their committee that the course is acceptable for the purposes of the entitlement. Committee members may use this [form](#) to support a request to their supervisor.
- Individual committee members should then make a request in writing to their department/unit supervisor to attend training, and attach a copy of these Guidelines along with any other supporting documentation. Their supervisor is responsible to review the leave request, and approval must not be unreasonably denied.

### **Costs to Attend Training**

- It is the responsibility of the committee member's department/unit to provide the educational leave without loss of pay to the employee, and to reimburse costs of the approved course and reasonable costs of attending the course.

If a committee member's request to attend training is not approved by their supervisor or there is a dispute with respect to costs reimbursement, the member should contact the co-Chairs of the [University Safety Committee](#) or [OHSE](#) for assistance. In the event that the issue cannot be resolved internally, the member may contact WSBC who will make the final decision.