This form may be used by UVic joint safety committee members (Local Safety Committees and University Safety Committee) to support a request to attend occupational health and safety training in accordance with WorkSafeBC. Please review the UVic [*Guidelines for Educational Leave Entitlement*](https://www.uvic.ca/ohse/assets/docs/training/LSC%20EduLeave.pdf)*.*

Instructions:

* Committee member completes sections A and B, and sends form to their supervisor.
* Supervisor completes section C, and returns form to the committee member.

1. **Training request**

**Name of committee member:** Name, position

**Name of joint safety committee:** Click to enter text.

**Course name and description:** *(provide a link to the course information, if available).*

Click to enter text.

**Date and time of course/training:** Click to enter date. time

**Course/training provider:**

Click to enter text.

**Delivery method:**

in-person(please indicate location):Click to enter text.

online

**Cost of course/training:**

Click to enter text.

1. **Joint Safety Committee Review**

**Training request reviewed with committee & recorded in meeting minutes of:** Click to enter date.

Committee agreed course/training is acceptable

Committee did not agree.

**If committee did not agree, please provide the reasons**:

Click to enter text.

1. **Supervisor Response**

**Supervisor Name**: Name, title

**Training request:**

Approved

Not approved

**If you do not approve this request for educational leave, please provide the reasons**:

Click to enter text.