

**Public Service Commission
Employee Wellness & Safety
2023 Spring Training Schedule
Civil Service**

The Public Service Commission’s Employee Wellness & Safety Department will be offering the following training opportunities this Spring. There is no cost to register for the sessions. Members of the Employee Wellness & Safety Team will be presenting each session.

Pre-registration is required for all sessions. To register, please click on the session name you would like to register for which will direct you to the electronic registration form. If you require assistance with registering, please contact the Employee Wellness & Safety team at safety@gov.pe.ca or call (902) 368-5491. You will receive a confirmation email of your registration which will include the full course details. If you register for a virtual session, your confirmation email will include instructions for accessing virtual sessions using Microsoft Teams.

Note: Health PEI employees are asked to contact their Employee Wellness & Safety Team for their training needs.

Training Schedule

Session	Presenter	Location	Date	Time
<u>Occupational Health and Safety Committees & Workplace Inspections</u>	Rosalyn Sellick	Charlottetown (In-person)	Tuesday, April 18	9am-12pm
<u>Occupational Health and Safety Committees & Workplace Inspections</u>	Rosalyn Sellick	Summerside (In-person)	Wednesday, April 19	9am-12pm
<u>Psychological Health & Safety - General Overview</u>	Sarah MacDonald	Virtual	Tuesday, April 25	9am-11am
<u>Safe Lifting & Moving Techniques</u>	Sarah MacDonald & Rosalyn Sellick	Charlottetown (In-person)	Thursday, April 27	9am-11am
<u>Safety for Supervisors</u>	Rosalyn Sellick	Charlottetown (In-person)	Friday, April 28	9am-11am
<u>Office Ergonomics & Working from Home</u>	Sarah MacDonald	Virtual	Tuesday, May 2	9am-11am
<u>Safety for Supervisors</u>	Rosalyn Sellick	Summerside (In-person)	Wednesday, May 3	9am-11am
<u>Psychological Health & Safety for Leaders</u>	Sarah MacDonald	Charlottetown (In-person)	Thursday, May 4	9am-12pm

Session locations:

- Charlottetown sessions will be held at the Sage Room located at 40C Burns Avenue.
- Summerside sessions will be held in the classroom at the Department of Transportation Government Garage Depot located at 50 Cannon Drive, Slemon Park.
- Virtual sessions will be conducted through Microsoft Teams. A meeting link will be sent to your Outlook calendar for the session.

The following is a short description of each course:

Occupational Health and Safety Committees & Workplace Inspections

This session is intended for safety committee members, safety representatives, maintenance employees, and employees interested in learning more about safety committees and workplace inspections. Participants will learn about the roles and responsibilities of a safety committee and how to establish a safety committee in your workplace that meets the requirements of the PEI *Occupational Health and Safety Act*. Resources will be provided to guide you and management with the development and maintenance of your safety committee.

Workplace inspections will also be covered in this session. This will include a review of the roles of employers, supervisors, employees, and health and safety committees. Participants will learn how to prepare, conduct, and document workplace inspections and will receive resources to conduct workplace inspections.

Psychological Health & Safety – General Overview

This session will provide a general overview of psychological health and safety topics and would be recommended for any employee. Main themes discussed will include reviewing the 13 psychosocial factors from the National Standard for Psychological Health and Safety in the Workplace, how to promote respect in the workplace, and how to effectively manage conflict. Everyone has a role to play in creating a psychologically healthy and safe workplace. Come learn how you can contribute and make a difference.

Safe Lifting & Moving Techniques

This session is intended for employees who perform regular lifting and moving tasks in their daily work. Basic anatomy and physiology will be reviewed for participants to better understand how repetitive strain injuries can occur and how to prevent them during lifting and moving tasks. Proper techniques using safe body mechanics will be demonstrated and practiced. Participants will also learn how to complete a risk assessment prior to performing lifting and moving tasks and learn strategies to reduce manual handling.

Safety for Supervisors

This session is intended for supervisors, managers, and directors who have supervisor responsibilities of other employees. The session will review topics such as supervisor safety responsibilities, due diligence, occupational health and safety legislation, and worker safety orientation. It will provide tools and resources to aid in creating and maintaining a safe workplace.

Office Ergonomics & Working from Home

This session is recommended for any employees who work in an administrative type role where they primarily sit or stand at a workstation for the majority of their shift. Participants will learn about safe work postures to prevent injuries and how to make basic adjustments to their office equipment. Helpful tips for how to create a safe workspace when working from home will also be reviewed. Come learn how to best set yourself up to work safely and comfortably whether you are working in the office or from home.

Psychological Health & Safety for Leaders

This session is intended for supervisors, managers or directors who have direct reports. This session will review the 13 psychosocial factors from the National Standard for Psychological Health and Safety in the Workplace and will provide leaders with helpful tools and resources to use with their teams. The online Psychologically Safe Leader assessment will be introduced during this workshop for leaders to use to identify and strengthen competence in managing employees in a way that is psychologically safe.

Please note: The Psychological Health & Safety - General Overview session is not a prerequisite for this session.