

Client Services Procedure Manual

Procedure: 84.00

Subject: Certification Training Decision Review

Training providers and trainers are entitled to a review of WorkplaceNL certification training decisions. The purpose of the review is to ensure that decisions are fair, reasonable and consistent.

1. INITIATING A REQUEST

Requests for a review must be made in writing within 30 calendar days of receipt of a written decision from WorkplaceNL. A request for a review shall be sent to:

Manager, Prevention Services
WorkplaceNL
P. O. Box 9000
St. John's NL A1A 3B8

A review is considered on the basis of written evidence contained in the request for review. Evidence may be submitted in any form, including: admissions of fact by counsel, handwritten statements by the parties themselves, business records and sworn affidavits.

2. REVIEW PROCESS

A request for a review will be assessed by a review committee consisting of the Vice-President, Prevention and Workplace Services (or designate); Director, Prevention Services (or designate); Director, Policy, Planning and Internal Review (or designate), or another director, as appointed. The review committee will convene within 30 calendar days of receipt of a request for a review. The committee will review all statements of fact and, where appropriate, gather additional evidence to provide a final certification training decision.

3. HEARING

Training providers and trainers may submit a written request outlining the necessity for a hearing to provide further clarification of facts. It is the aim of WorkplaceNL to provide fair and just decisions with as little delay as possible. Therefore, at its discretion, WorkplaceNL may convene a hearing if there is significant dispute regarding relevant facts.

4. WRITTEN DECISION

The review committee will send a written decision to the training provider or trainer upon conclusion of the review. WorkplaceNL's final certification training decision will be provided within 45 days of the request for a review. WorkplaceNL will notify the training provider and trainer in writing if additional time is required to complete the review and provide a final decision.

5. FINAL DECISION

Decisions made by the review committee are not subject to WorkplaceNL Internal Review and not reviewed by the Workers' Compensation Independent Review Board.

Reference:

Workplace Health, Safety and Compensation Act, 2022, section 26
Policy HS-03 Occupational Health and Safety Certification Training
Procedure 80.00 Certification Training Provider Approval
Procedure 81.00 Certification Trainer Approval
Procedure 82.00 Certification Training Quality Assurance
Procedure 83.00 Certification Training Investigation
Certification Training Code of Ethics

Amendment History

Original Effective Date	2018 05 08
Revision #1	2022 07 05
Revision #2	2025 01 14