

Supervisor Safety Certification Training Standard



Supervisor Health and Safety Certification Training Standard

The Newfoundland and Labrador, Occupational Health and Safety (OHS) Act, sections 5.1 and 5.2 outline the mandatory general and specific duties of a supervisor to protect workers and keep the workplace safe. To comply with these requirements, a supervisor must have a general understanding of occupational health and safety management.

This standard provides minimum criteria for the development and delivery of WorkplaceNL's supervisor health and safety certification training program. It was developed in consideration of research findings, the OHS Act and Regulations.

This certification training standard applies to:

- a) A person who meets the definition of "supervisor" under section 2(k.1) of the OHS Act;
- b) An employer who employs a person who is conducting supervisor health and safety certification training programs (training provider); and
- c) A person who is delivering a supervisor health and safety certification training program(s) (trainer).

Training providers and trainers must comply with the requirements outlined in this Certification Training Standard and Policy HS-03 Occupational Health and Safety Certification Training.

Policy HS-03 Occupational Health and Safety Certification Training provides additional details regarding:

- Approval process for training providers and trainers;
- Program delivery, documentation and administration;
- Quality assurance audits and investigations;
- Maintaining program integrity and delivery;
- Non-compliance; and
- Decision reviews.

1. Approval of Supervisor Health and Safety Training Providers

Training providers must apply and be approved by WorkplaceNL to deliver the supervisor health and safety certification training.

The Workplace Health, Safety and Compensation Act, 2022 requires all employers performing work (directly or through a contract) in Newfoundland and Labrador to register with WorkplaceNL. All certified training providers who employ workers or contract work must follow the registration, reporting and payment requirements of WorkplaceNL. Training providers will be checked for compliance with these requirements and those who do not comply will be denied certification as a training provider.

WorkplaceNL may approve and register supervisor health and safety training providers if, in the opinion of WorkplaceNL, they satisfy the following criteria:

- Competent supervisor health and safety trainer(s);
- Delivery of supervisor health and safety certification training that meets the Supervisor Health and Safety Certification Training Standard;
- Documentation, record keeping and adherence to administrative requirements of WorkplaceNL; and
- Maintaining program integrity and delivery.

To maintain approval, training providers approved to instruct this standard must ensure that trainers deliver a minimum of one supervisor health and safety certification training program each calendar year.

2. Approval of Supervisor Health and Safety Trainers

Trainers must have approval from WorkplaceNL to deliver supervisor health and safety certification training. To be approved the trainer must:

- Meet the minimum criteria;
- Complete curriculum review course as prescribed by WorkplaceNL; and
- Pass a trainer assessment as prescribed by WorkplaceNL.

The following are the minimum eligibility criteria for approval as a supervisor health and safety trainer:

- High school diploma or equivalency;
- OHS education, experience and training:
 - Safety designation;
 - Post-secondary OHS certificate or diploma; or
 - Five years demonstrated safety knowledge and competency.
- Adult education experience:
 - Proof of certification in adult education or training principles; or
 - Two consecutive years instructing adult learners with a minimum of three courses instructed per year.
- Current certification from a WorkplaceNL-approved training provider;
- Be competent and qualified as defined by the OHS Regulations in the applicable standard; and
- Proficient knowledge of OHS Regulations and related Canadian Standards Association (CSA) Standards that have been adopted by the province.

To deliver virtual training, trainers must complete the “Virtual Certification Training Request Form” and receive approval from WorkplaceNL.

To maintain approval, each trainer must deliver a minimum of one supervisor health and safety certification training program each calendar year. WorkplaceNL may suspend or decertify a trainer, at any time, in circumstances where it becomes satisfied that a trainer has:

- Failed to deliver training that meets WorkplaceNL’s certification training standard, a minimum of once each year;
- Failed a quality control assurance assessment; or
- Breached the Certification Training Code of Ethics.

3. Delivery of Supervisor Health and Safety Certification Training as prescribed by WorkplaceNL

Training providers who offer supervisor health and safety training must ensure that their trainers:

- Deliver training according to WorkplaceNL’s Supervisor Health and Safety Certification Training Standard and
- Use the training materials and delivery methods prescribed by WorkplaceNL.

Any changes made to the supervisor health and safety training program must be submitted and approved by WorkplaceNL prior to training.

Initial training must be a minimum of eight hours in duration with a minimum class size of two and maximum class size of 15. Any deviation from the minimum training duration or class maximum must be approved by WorkplaceNL prior to training. The length of training may be increased to accommodate workers with language barriers and complex work requirements without prior authorization by WorkplaceNL.

3.1. Learning Outcomes

At the end of supervisor health and safety training, participants will demonstrate their understanding of and discuss:

- Supervisor fundamentals;
- Accountability for occupational health and safety;
- Hazard recognition, evaluation and control;
- Workplace inspections;
- Emergency preparedness and response;
- Incident investigations; and
- Return to work.

3.2. Adult Learning Principles

Program design, content and activities must demonstrate adult learning principles and include theory and practical components.

3.3. Comprehension Level

Supervisor health and safety certification training programs must be designed for a general audience and a comprehension level in the range of grade five to grade eight except for necessary technical terms. Plain language should be used and accommodation made for the varying literacy levels of participants.

3.4. Teaching Materials and Aids

Participants must be provided with appropriate learning guides and workbooks that are based on the learning outcomes of the Supervisor Health and Safety Certification Training Standard. Reference materials must be provided to participants after the successful completion of the training program for support in workplace activities.

Programs must involve a variety of learning activities that are appropriate and suitable for all learners such as case studies, role plays, simulations, brainstorming, group discussions and self-evaluation or feedback.

3.5. Evaluation Methods

Trainers must conduct ongoing evaluations throughout the training to ensure participant learning outcomes are achieved. Participants must complete knowledge checks at various points to confirm their knowledge and understanding of the material covered.

3.6. Evaluation and Feedback

Trainers are required to provide and collect training evaluation forms for all participants. These forms must be retained by the trainer or training provider for five years. WorkplaceNL may request copies of participant evaluation forms as part of a quality assurance audit.

3.7. Recertification

Recertification is required within three years of the date of the last certification. Recertification options will include online or in-class refresher training as prescribed by WorkplaceNL. A recertification course must be completed prior to the expiry of a certificate. In the event certification training expires, the initial certification course must be completed to be recertified. It is the responsibility of the certificate holder to register and participate in a recertification program.

4. Documentation, record keeping and adherence to administrative requirements of WorkplaceNL

Supervisor health and safety training providers must maintain records of trainers and supervisor health and safety certification training programs by:

- a) Collecting and maintaining participant records of training in accordance with legal or regulatory obligations, but for no less than a period of five years;
- b) Collecting and maintaining records of competent and qualified supervisor health and safety trainers in accordance with any legal or regulatory obligations, but for no less than a period of five years that includes:
 - Their names and contact information;
 - Education level;

- Training experience;
 - Records of training; and
 - Background in OHS education and training.
- c) Submitting training records as prescribed through WorkplaceNL's Certification Training Registry.
 - d) Developing and implementing internal quality assurance systems to ensure trainers are following the Supervisor Health and Safety Certification Training Standard;
 - e) Providing WorkplaceNL with training participant's evaluations upon request for quality assurance purposes;
 - f) Submitting any information regarding the supervisor health and safety certification training program to WorkplaceNL as a means of measuring the effectiveness of WorkplaceNL in meeting its objective; and
 - g) Following WorkplaceNL's administration processes for delivery of certification training.

If a training provider elects to issue a certificate of attendance to a training participant, the document must clearly indicate the type of certification training, the name of the training provider and trainer, the participant's name, date of successful completion, and date of expiry. The official record of certification will be located in WorkplaceNL's Certification Training Registry.

5. Maintaining Program Integrity and Delivery

To ensure the integrity of the supervisor health and safety certification training, training providers and trainers must strictly adhere to the content of the Supervisor Health and Safety Certification Training Standard and the approved training program.

To ensure the Supervisor Health and Safety Certification Training Standard is met and maintained, WorkplaceNL may:

- Conduct random quality assurance evaluations;
- Investigate information and allegations of non-compliance;
- Review participant evaluation forms;
- Receive and respond to concerns; and
- Review administrative processes used by training providers and trainers.

According to Policy HS-03 Occupational Health and Safety Certification Training, the status of a certified training provider or trainer may be revoked or suspended if WorkplaceNL has reason to believe the above certification training standard is not met.