

Summary of Policy and Procedure Revisions - February 2019 Updates -- Bulletin-17

This Bulletin provides a summary of Policy and Procedure revisions.

Workplace Health and Safety Policy and Procedures

HS-03, Occupational Health & Safety Certification Training

Effective February 8, 2019, the Policy was revised to add references to the following procedures:

- 80.00, Training Provider Approval;
- 81.00, Trainer Approval;
- 82.00, Certification Training Audit;
- 83.00, Certification Training Investigation; and
- 84.00, Certification Training Appeals.

81.00 Certification Trainer Approval

Effective January 9, 2019, the WorkplaceNL Scoring Assessment Tool used in this Procedure for trainer assessments was revised as follows:

- the minimum percentage required for the Practical Exercises and Subject Matter Knowledge assessment elements has been increased to at least 70 per cent; and
- the minimum overall percentage required to pass the trainer assessment has remained the same at 80 per cent but the minimum score in each assessment element has been updated as noted below:

Element		Minimum % Required
1.	Introduction	50%
2.	Verbal Communication	50%
3.	Non-Verbal Communication	50%
4.	Preparation & Professionalism	50%
5.	Visual Aids	50%
6.	Practical Exercises	70% (new)
7.	Questions & Discussion	50%
8.	Subject Matter Knowledge	70% (new)

The Procedure was also revised to clarify the minimum number of training sessions that an approved trainer must complete each calendar year when certification training standards require a minimum of one or two sessions.