

Committee/Representative/Designate Certification Training Standard



The *Newfoundland and Labrador Occupational Health and Safety Act*, Sections 37 - 44 outline the requirements for Occupational Health and Safety Committees, Worker Health and Safety Representatives and Workplace Health and Safety Designates (Committee/Representative/Designate).

This standard provides minimum criteria for the development and delivery of Committee/Representative/Designate certification training programs. It was developed in consideration of research findings and the *Newfoundland and Labrador Occupational Health and Safety Act*, Sections 5, 35, 36.1, 36.2, 37 - 44, 45, 49, 54, 65, and the Newfoundland and Labrador Occupational Health and Safety Regulations, Part I, General, Sections 5 and 6, Part II, Notice Requirements, Section 9; Part III, General Duties, Sections 12 and 15; Part IV, Occupational Health and Safety Committees, Representatives and Designates, Section 25; Part VI, Occupational Health Requirements, Sections 42, 45 and 54; Part XXVII, Confined Space Entry, Section 512; and Part XXVIII, General Mining Requirements, Sections 519, 533, 542, 576, 592, 595, 596, 614, 639, 648 and 685. Policy HS-03, Occupational Health and Safety Certification Training of WorkplaceNL provides a framework and guidance in the development of certification training standards.

This certification training standard applies to:

- a) A person who is required under legislation to complete the Committee/Representative/Designate certification training;
- b) An employer who employs a person who is conducting Committee/Representative/Designate certification training programs (Committee/Representative/Designate training provider); and
- c) A person who is delivering Committee/Representative/Designate certification training programs (Committee/Representative/Designate trainer).

Approval of Committee/Representative/Designate Training Providers

Committee/Representative/Designate training providers must apply and be approved by WorkplaceNL to deliver the Committee/Representative/Designate certification training.

The *Workplace Health, Safety and Compensation Act* 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 be in compliance with 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 Committee/Representative/Designate training providers if they satisfy criteria with respect to:

1. Competent Committee/Representative/Designate trainer(s);
2. Delivery of Committee/Representative/Designate certification training that meets the Committee/Representative/Designate certification training standard;
3. Documentation, record keeping and adherence to administrative requirements of WorkplaceNL; and
4. Maintaining program integrity and delivery.

In order for Committee/Representative/Designate training providers to maintain approval, they must ensure that each trainer is delivering **a minimum of one (1) certification training program** in a calendar year. Policy HS-03, Occupational Health and Safety Certification Training, provides additional information regarding approval processes, program delivery, administration and monitoring, and maintenance of approval status.

1. Competent Committee/Representative/Designate trainers

A trainer must have approval by WorkplaceNL to deliver Committee/Representative/Designate certification training. To be approved the trainer must:

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

The following is the minimum criteria to be considered for Committee/Representative/Designate trainers:

- a) High school diploma or equivalency;
- b) OHS education, experience and training:
 - i. Safety designation; or
 - ii. Post-secondary OHS certificate or diploma; or
 - iii. Five (5) years demonstrated safety knowledge and competency.
- c) Adult education experience:
 - i. Proof of certification in adult education/training principles; or
 - ii. Two (2) consecutive years instructing adult learners with a minimum of three (3) courses instructed per year.
- d) Current certification from a WorkplaceNL approved training provider;
- e) "Competent" and "qualified" as defined by the NL OHS Regulations in the applicable standard;
- f) Proficient knowledge of OHS Regulations and current Canadian Standards Association (CSA) Standards specific to the applicable standard.

Each trainer must deliver a **minimum of one (1) certification training program per calendar year**. WorkplaceNL may suspend and / or decertify a trainer, at any time, in circumstances where it becomes satisfied that:

- a) A trainer failed to deliver training that meets WorkplaceNL's certification training standard;
- b) A trainer has failed a quality control audit; or
- c) A trainer has breached the Trainer Code of Ethics.

Policy HS-03 Occupational Health and Safety Certification Training, provides additional information regarding approval processes, program delivery, administration and monitoring, and maintenance of approval status.

2. Delivery of certification training that meets the Committee/Representative/Designate certification training standard

Committee/Representative/Designate training providers must ensure that its trainers deliver training programs according to WorkplaceNL's Committee/Representative/Designate certification training standard.

2.1 Learning Outcomes

By the end of the Committee/Representative/Designate training, participants will demonstrate their understanding and discuss:

1. The basics of occupational health and safety;
2. Legislative requirements of the Committee/Representative/Designate, safety legislation, and the Internal Responsibility System;
3. Essential activities of the Committee/Representative/Designate;
4. Hazard recognition, evaluation and control;
5. Workplace inspections;
6. Incident investigations;
7. Components of an effective OHS Committee; and
8. The relationship of the OHS Committee to the OHS program.

Any changes made to the Committee/Representative/Designate training program must be submitted and approved by WorkplaceNL.

2.2 Adult Learning Principles

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

2.3 Comprehension Level

Committee/Representative/Designate certification training programs must be designed for a general audience and have a comprehension level in the range of grade five (5) to grade eight (8) with the exception of necessary technical terms. Plain language should be used and accommodation made for the varying literacy levels of participants.

2.4 Teaching Materials and Aids

Participants must be provided with appropriate learning guides and workbooks that are based on the learning outcomes of the Committee/Representative/Designate certification training standard. Reference materials are kept by 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/feedback.

2.5 Evaluation and Feedback

Trainers must conduct ongoing evaluation throughout the training to ensure participant learning outcomes are achieved. Participants must complete a knowledge check to confirm their knowledge and understanding of the material covered.

Class size must be conducive to participation and interaction among participants. A maximum class size would be 20 participants.

Training must be a minimum of two (2) days (16 hours) in duration and consist of two (2) components: theory and practical training. The length of training may need to be increased based on the work requirements, workplace complexities and industry risks.

WorkplaceNL will monitor the effectiveness of training and Committee/Representative/Designate training provider activities by any or all of the following:

- a) Reviewing participant evaluation forms;
- b) Receiving and responding to concerns;
- c) Reviewing administrative processes used by Committee/Representative/Designate training providers and trainers, and
- d) monitoring performance of Committee/Representative/Designate training providers and trainers through the completion of random quality assurance audits, or other appropriate means.

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

Committee/Representative/Designate training providers must maintain records of trainers and Committee/Representative/Designate certification training programs by:

- a) Collecting and maintaining participant training records;
- b) Submitting training records as prescribed by WorkplaceNL's Certification Training Registry;
- c) Collecting and maintaining records of competent and qualified Committee/Representative/Designate trainers including their names and contact information, high school diploma or equivalent, training experience, records of training and background in OHS Education and training;
- d) Developing and implementing internal auditing systems to ensure trainers are following the Committee/Representative/Designate training standard;
- e) Providing WorkplaceNL with participant's evaluations upon request for data analysis and quality assurance purposes;

- f) Submitting any information regarding the Committee/Representative/Designate certification training program to WorkplaceNL as a means of measuring the effectiveness of WorkplaceNL in meeting its objectives; 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 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 housed on WorkplaceNL's Certification Training Registry.

3.1 Recertification

Recertification is required every three (3) years from the date of initial 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. If certification has expired, the two (2) day course must be completed in order to recertify. It is the responsibility of the certificate holder to register and participate in a recertification program.

4. Maintaining program integrity and delivery

To ensure Committee/Representative/Designate program integrity, all training providers and trainers must strictly adhere to the content of the certification training standard and training programs being delivered.

4.1 Monitoring of Program Integrity and Delivery

To ensure that certification training standards are met and maintained, WorkplaceNL will conduct random quality assurance audits and investigate all allegations of non-compliance to determine if training providers and their trainers are adhering to the contents of this standard. As per 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 being met.