

Fall Protection Certification Training Standard



The Newfoundland and Labrador Occupational Health and Safety Regulations, Section 139 states that a person shall not use Fall Protection equipment after January 1, 2012 unless he or she has completed a Fall Protection training program prescribed by WorkplaceNL.

This standard provides minimum criteria for the development and delivery of Fall Protection certification training programs. It was developed in consideration of research findings and the Newfoundland and Labrador Occupational Health and Safety Regulations, Part V, General Health and Safety Requirements, sections 29, 30 and 38; Part X, Fall Protection, sections 138-146; Part XI, Scaffolds, Stages and Work Platforms, sections 155, 197, 207, 217, 242, 243, 246, 247; Part XII, Powered Mobile Equipment, section 266; Part XVIII, Excavation, Underground Work and Rock Crushing, section 409, 410 and Part XXIII, Diving and Other Marine Operations, section 466.

This certification training standard applies to:

- a) A person who is required under legislation to complete the certification training in Fall Protection (end-user of Fall Protection equipment);
- b) An employer who employs a person who is conducting Fall Protection certification training programs (Fall Protection training provider); and
- c) A person who is delivering Fall Protection certification training programs (trainer).

Approval of Fall Protection Training Providers

Fall Protection training providers must apply and be approved by WorkplaceNL to deliver Fall Protection 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 Fall Protection training providers if they satisfy criteria with respect to:

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

In order for Fall Protection training providers to maintain approval, they must ensure that trainers deliver a **minimum of two Fall Protection certification training programs** per 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 Fall Protection trainers

A trainer must have approval by WorkplaceNL to deliver Fall Protection certification training. To be approved the trainer must:

- a) Meet the minimum criteria;
- b) Be affiliated with a training provider with an approved curriculum as per the training standard; and
- c) Pass a trainer assessment as prescribed by WorkplaceNL.

The following is the minimum criteria to be considered for Fall Protection 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 years demonstrated safety knowledge and competency.
- c) Two years demonstrated relevant Fall Protection field experience,
- d) Adult education experience:
 - i. Proof of certification in adult education/training principles, or
 - ii. Two consecutive years instructing adult learners with a minimum of three courses instructed per year.
- e) Current certification from a WorkplaceNL approved training provider,
- f) Current Fall Protection equipment inspector certificate,

- g) “Competent” and “qualified” as defined by the NL OHS Regulations in the applicable standard, and,
- h) Proficient knowledge of OHS Regulations and current Canadian Standards Association (CSA) Standards specific to the applicable standard.

Each trainer must deliver a **minimum of two (2) Fall Protection Certification training programs** 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 Certification 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 Fall Protection certification training that meets the Fall Protection certification training standard

Fall Protection training providers must ensure that its trainers deliver Fall Protection training programs according to WorkplaceNL's Fall Protection certification training standard. All Fall Protection training curriculums must be submitted and approved by WorkplaceNL.

2.1 Learning Outcomes

By the end of Fall Protection training, participants will demonstrate their understanding and discuss:

- a) The importance of Fall Protection training;
- b) Legislative roles and responsibilities of workplace parties;
- c) The Newfoundland and Labrador Occupational Health and Safety Regulations, Part V, General Health and Safety Requirements, sections 29, 30 and 38, Part X, Fall Protection, sections 138-146; Part XI, Scaffolds, Stages and Work Platforms, sections 155, 197, 207, 217, 242, 243, 246, 247, Part XII, Powered Mobile Equipment, section 266, Part XVIII, Excavation, Underground Work and Rock Crushing, section 409, 410 and Section XXIII, Diving and Other Marine Operations, section 466;
- d) Roles and responsibilities of employers who develop Fall Protection plans for the use of fall arrest systems or personnel safety nets;
- e) Roles and responsibilities of persons using Fall Protection equipment;
- f) Hazard assessment, hierarchy of controls, and the development of the Fall Protection plan and safe work procedures;
- g) Types of Fall Protection systems, equipment and components;
- h) Fall arrest system equipment and components;
- i) Fall Protection system forces and clearances;
- j) The use, care, storage, maintenance and inspection of Fall Protection systems, equipment and components;
- k) The general requirements of a fall arrest rescue plan; and
- l) Incident reporting to employer and WorkplaceNL; and the basics of incident investigations.

Any changes made to the approved Fall Protection 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

Fall Protection certification training programs must be designed for a general audience and have a comprehension level in the range of grade five to grade eight 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 Fall Protection certification training standard. All resources used in the development of the Fall Protection curriculum must be cited in the training curriculum that is submitted to WorkplaceNL. If using training material directly from publications, ensure written permission is obtained from the publisher when submitting the training curriculum. Reference materials are kept by participants after the successful completion of the training program for support in workplace activities.

A variety of teaching aids are required, including visual aids and Fall Protection equipment. Fall Protection training providers must provide class participants with sufficient numbers of CSA-approved lanyards and Class A harnesses for practical learning activities at a ratio of one lanyard and harness for every three participants. Harnesses must be available in various sizes to accommodate participant's needs. CSA-approved Class D, E, L, and P harnesses must be available for demonstration purposes. Double locking snap hooks, ladder hooks, carabineers, slings, examples of temporary anchorage points, vertical lifelines, rope grabs and self-retracting devices must also be available for viewing.

2.5 Evaluation and Feedback

Participants must complete a written examination to confirm their knowledge and understanding of Fall Protection equipment and systems. The examination may be written by individuals or administered as an oral examination by trainers. Oral examinations are not to be administered as a group activity.

Participants must successfully demonstrate their knowledge and skill in the use of Fall Protection systems and equipment during practical learning activities. These learning activities must incorporate recognition, evaluation and control of hazards. Participants must apply their knowledge of identifying fall hazards and the appropriate Fall Protection systems for work activities. Participants must also demonstrate their knowledge of Fall Protection system forces and clearances by calculating fall clearances. Trainers are required to monitor and instruct participants during learning activities, and verify participant's competency

in using Fall Protection equipment and systems.

Trainers must also conduct ongoing evaluation throughout the training to ensure participant learning outcomes are achieved.

Training must be a minimum of two days (16 hours) in duration and consist of two components: 1.) eight (8) hours of theory; and 2.) eight hours of individualized practical training. The length of training may need to be increased based on the work requirements, workplace complexities and industry risks. The length of training will decrease to eight hours for recertification.

Class size must be conducive to participation and interaction among participants, and as such, a maximum class cannot exceed 20 participants.

WorkplaceNL will monitor the effectiveness of training and Fall Protection 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 Fall Protection training providers and trainers; and
- d) Monitoring performance of Fall Protection 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

Fall Protection training providers must maintain records of Fall Protection trainers and Fall Protection 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 Fall Protection trainers including their names and contact information; high school diploma or equivalent, training experience; records of training in Fall Protection equipment, systems and planning; and, background in OHS education and training;
- d) Developing and implementing internal auditing systems to ensure trainers are following the Fall Protection certification training standard;
- e) Providing WorkplaceNL with participant's evaluations upon request for data analysis and quality assurance purposes;
- f) Submitting any information regarding the Fall Protection 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

within WorkplaceNL's Certification Training Registry.

3.1 Recertification

Recertification is required every three years from the date of initial certification. The one-day recertification course must be completed prior to the expiry of a certificate. If certification has expired, the two-day course must be completed in order to recertify. It is the responsibility of the Fall Protection certificate holder to register and participate in Fall Protection certification training programs every three years.

4. Maintaining program integrity and delivery

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

4.1 Monitoring of program integrity and delivery

To ensure the Fall Protection certification training standard is met and maintained, WorkplaceNL will conduct random quality assurance audits and investigate all allegations of non-compliance to determine if Fall Protection 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 Fall Protection training provider or trainer may be revoked or suspended if WorkplaceNL has reason to believe the above certification training standard is not being met.