Traffic Control Person
Certification Training Standard

This standard provides minimum criteria for the development and delivery of Traffic Control Person (TCP) certification training programs. It was developed in consideration of research findings and sections 373-375 of the Newfoundland and Labrador Occupational Health and Safety Regulations. Section 374 (5) states that a person shall not work as a traffic control person after January 1, 2011 unless he or she has completed a TCPcertification training program prescribed by WorkplaceNL.

This certification training standard applies to:

  a) A person who is required under legislation to complete certification training in traffic control;
  b) An employer who employs a person who is conducting Traffic Control Person certification training programs (TCP training provider); and
  c) A person who is delivering Traffic Control Person certification training programs (TCP trainer).

WorkplaceNL

Health | Safety | Compensation

Approval of TCP Training Providers

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

1. Competent TCP trainers;
2. Delivery of TCP certification training that meets the TCP certification training standard;
3. Documentation, record keeping and adherence to administrative requirements of the Commission; and
4. Maintaining program integrity and delivery.

In order for TCP training providers to maintain approval, they must ensure that each TCP trainer is delivering **a minimum of two (2) TCP 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 TCP trainers

A trainer must have approval by WorkplaceNL to deliver TCP 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 CSE 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 TCP 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;
g) "Competent" and "qualified" as defined by the NL OHS Regulations in the applicable standard; and,
h) Proficient knowledge of Occupational Health and Safety Regulations and current Canadian Standards Association (CSA) Standards specific to the applicable standard.

Each trainer must deliver a minimum of two (2) TCP 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 TCP certification training that meets the TCP certification training standard

TCP training providers must ensure TCP trainers deliver training according to WorkplaceNL's TCP certification training standard. All TCP training curriculums must be submitted and approved by WorkplaceNL.

2.1   Learning Outcomes

By the end of the TCP training, participants will be able to identify and discuss:

    a)   The importance of TCP training;

    b)   Legislative roles and responsibilities of workplace parties;

    c)   Traffic Control legislation, Part XVI, Sections 373-375 of the Newfoundland and Labrador Occupational Health and Safety Regulations;

    d)   Roles and responsibilities of TCP's;

    e)   Traffic Control devices and the hierarchy of controls;

    f)   Setting up, maintaining and removing work sites;

    g)   Heavy equipment and hazards associated with working around construction equipment, including powerline hazards;

    h)   Emergency preparedness/response activities;

    i)   Accident/incident reporting to employer and WorkplaceNL; and

    j)   Accident/incident (A/I) investigations.

Any changes to the approved TCP training program must be submitted and approved by WorkplaceNL.

2.2   Adult Learning Principles

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

2.3   Comprehension Level

TCP 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 Aids

A variety of teaching aids are required including visual aids and Traffic Control equipment. Traffic Control equipment and devices must be in good working order and comply with current OHS Regulations.

2.5   Evaluation and feedback

Ongoing evaluation of learning is required and is accomplished by incorporating feedback of evaluation throughout the training to ensure participant learning outcomes are achieved. It also provides opportunity for trainers to receive feedback on content, training delivery and the learning environment.

Training programs must be a minimum of four hours in duration.

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 TCP 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 TCP training providers and trainers;
   d) Monitoring performance of TCP training providers and trainers through the completion of random quality assurance audits; or
   e) Other appropriate means.

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

TCP training providers must maintain records of TCP trainers and TCP 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 qualified TCP trainers including their names and contact information, education level, training experience, knowledge of Traffic Control, planning and management; and background in OHS education and training;
   d) Developing and implementing internal auditing systems to ensure trainers are following the TCP training standard;
   e) Providing WorkplaceNL with participant evaluation forms upon request for data analysis and quality assurance purposes;
   f) Submitting any information regarding the TCP 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 years from the date of initial certification. It is the responsibility of the certificate holder to register and participate in certification training programs every three years.

4.   Maintaining program integrity and delivery

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

4.1   Monitoring of program integrity and delivery

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