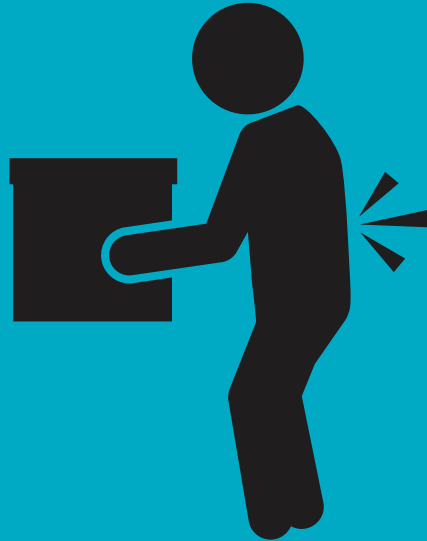


Musculoskeletal Injury (MSI) Prevention Voluntary Certification Training Standard



The Newfoundland and Labrador Occupational Health and Safety Regulations, Sections 50 - 56 outline the employer's responsibilities for Musculoskeletal Injury (MSI) prevention. Employers must recognize workplace factors that may expose workers to MSIs, evaluate the risk associated with job tasks, and determine the most effective controls for workers. When performing risk assessments, employers must consult with workers who are showing signs and symptoms of MSIs, and the occupational health and safety committee, worker health and safety representative or workplace health and safety designate. Education and training in risk identification and specific control measures that includes work procedures, mechanical aids and personal protective equipment (PPE) must be conducted with workers.

This voluntary certification training standard provides minimum criteria for the development and delivery of a MSI prevention certification training program. It was developed in consideration of research findings, and the Newfoundland and Labrador Occupational Health and Safety Act and Regulations. In addition, Policy HS-03 provides WorkplaceNL with the framework and guidance in the development of certification training standards.

This voluntary certification training standard applies to:

1. A person who meets the definition of employer, supervisor and workers under section 2 of the Newfoundland and Labrador Occupational Health and Safety Act.
 - a. An employer who employs a person who may be at risk of developing an MSI;
 - b. A supervisor who advises workers of ergonomics-related hazards in the workplace and provides workers with written or oral instructions in precautions to take; and
 - c. Workers who follow instructions and training for devices and equipment and safe work procedures; or
2. A person who is delivering an MSI prevention certification training program.

Approval of MSI Prevention Certification Training Providers

Training providers must apply and be approved by WorkplaceNL to deliver the MSI prevention 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 MSI prevention certification training providers if they satisfy criteria with respect to:

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

In order for MSI prevention certification training providers to maintain approval, they must ensure that trainers deliver a minimum of one MSI prevention certification training program 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 MSI prevention certification trainers

A trainer must have approval by WorkplaceNL to deliver MSI prevention 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 MSI prevention certification trainers:

- a) High school diploma or equivalency;
- b) OHS education, experience and training:
 - i. Safety designation; or
 - ii. Post-secondary OH&S certificate or diploma; or
 - iii. Five years demonstrated safety knowledge and competency.
- c) Three years demonstrated relevant ergonomics/human factors/MSI prevention 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 in MSI prevention certification training completed through an approved training provider;
- f) "Competent" and "qualified" as defined by the NL OH&S Regulations in the applicable standard; and
- g) 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 one MSI prevention 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) The trainer failed to deliver training that meets WorkplaceNL's certification training standard, a minimum of once per calendar year;

- 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 certification training that meets the MSI prevention certification training standard

Training providers who offer MSI prevention certification training must ensure that its trainers deliver training programs according to WorkplaceNL's MSI Prevention Certification Training Standard, and use the training materials and delivery methods prescribed by WorkplaceNL.

2.1 Learning Outcomes

By the end of MSI prevention certification training, participants will demonstrate their understanding and discuss:

- a. Introduction to MSIs
- b. MSI Basics
- c. MSI Hazards and Controls
- d. Summary and Evaluation
- e. Resources

Any changes made to the MSI prevention certification 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

The MSI prevention certification training program 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 MSI Prevention 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 knowledge checks at various points to confirm their knowledge and understanding of the material covered.

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

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Training must be a minimum of eight hours in duration and consist of theory and practical training, as outlined in the training curriculum. Any changes made to the MSI prevention certification training program must be submitted and approved by WorkplaceNL.

WorkplaceNL will monitor the effectiveness of training and 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 MSI prevention certification training providers and trainers; and
- d) Monitoring performance of MSI prevention certification 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

Training providers offering MSI prevention certification training must maintain records of trainers and trainees by:

- a) Collecting and maintaining participant training records;
- b) Submitting training records as prescribed through WorkplaceNL's Certification Training Registry;
- c) Collecting and maintaining records of competent and qualified MSI prevention certification trainers including their names and contact information, education level, training experience, records of training, background in OH&S education and training, and experience in ergonomics/human factors/MSI prevention;
- d) Developing and implementing internal auditing systems to ensure trainers are following the MSI prevention 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 MSI prevention 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 trainee'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 (3) years from the date of last certification. Recertification will consist of online refresher training as prescribed by WorkplaceNL. It is the responsibility of the certificate holder to register and participate in a recertification program.

4. Maintaining program integrity and delivery

To ensure the integrity of the MSI prevention certification training program, all training providers and trainers must strictly adhere to the content of the MSI Prevention Certification Training Standard and its associated training curriculum.

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.