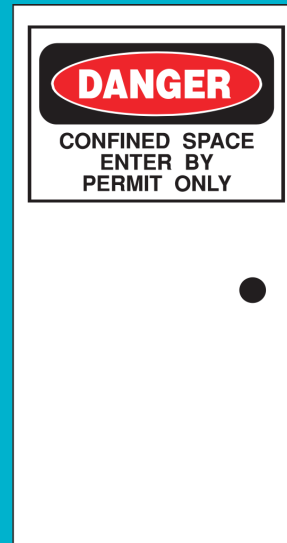


Confined Space Entry (CSE) Certification Training Standard



The Newfoundland and Labrador Occupational Health and Safety Regulations, Section 511 (3) states that a person shall not work in a Confined Space unless he or she has completed a Confined Space Entry certification training program prescribed by WorkplaceNL.

This standard provides minimum criteria for the development and delivery of Confined Space Entry (CSE) 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, section 38 and Part XXVII, Confined Space Entry, sections 511-516.

This certification training standard applies to:

- a. A person who is required under legislation to complete the CSE certification training (person who is required to work in a Confined Space);
- b. An employer who employs a person who is conducting CSE certification training programs (CSE training provider); and
- c. A person who is delivering CSE certification training programs (trainer).

Approval of CSE Training Providers

CSE training providers must apply and be approved by WorkplaceNL to deliver the CSE 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.

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WorkplaceNL may approve and register CSE training providers if they satisfy criteria with respect to:

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

In order for CSE training providers to maintain approval, they must ensure that trainers deliver a minimum of two CSE 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 CSE trainers

A trainer must have approval by WorkplaceNL to deliver CSE 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 CSE 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 gas detection 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 CSE 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 CSE certification training that meets the CSE certification training standard

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

2.1 Learning Outcomes

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

- a. The importance of CSE 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, section 38 and Part XXVII, Confined Space Entry, sections 511-516;
- d. Roles and responsibilities of employers in developing CSE programs;
- e. Roles and responsibilities of persons who are working in Confined Spaces;
- f. Safety and health hazards of Confined Spaces;
- g. The recognition, evaluation and control of confined space hazards through the application of hazard assessments;
- h. Hazardous atmospheres and testing procedures;
- i. Control methods for hazardous atmospheres; and/or safety and health hazards,
- j. CSE work permit system;
- k. The use, care, storage and maintenance of personal protective equipment (PPE) and respiratory protection;
- l. CSE rescue planning, inclusive of roles and responsibilities of the rescue team, communication and training requirements, and construction of a rescue plan; and
- m. Incident reporting to the employer and WorkplaceNL, and the basics of incident investigations.

Any changes made to the approved CSE 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

CSE 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.

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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 CSE certification training standard. All resources used in the development of the CSE curriculum must be cited in the training curriculum that is submitted to WorkplaceNL. If using training material directly from publications, ensure written permission from the publisher is obtained 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 CSE equipment. CSE training providers must provide class participants with sufficient numbers of training materials that include sample CSE work permits, signage and entry tags for demonstration purposes. CSA approved lanyards, lifelines specific to CSE rescue, and Class E harnesses must be available in various sizes to accommodate participant's needs. Appropriate respiratory protection for practical learning activities must also be available.

2.5 Evaluation and Feedback

Participants must complete a written examination to confirm their knowledge and understanding of CSE 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 CSE procedures and equipment during practical learning activities. These learning activities must incorporate recognition, evaluation and control of hazards. Participants must apply their knowledge of identifying Confined Space hazards, appropriate testing methods and equipment; and protection systems for work activities. Trainers are required to monitor and instruct participants during learning activities, and verify participant's competency in using CSE procedures and applicable equipment.

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: eight hours of theory and 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.

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 CSE 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 CSE training providers and trainers; and
- d. Monitoring performance of CSE 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

CSE training providers must maintain records of CSE trainers and CSE 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 CSE trainers including their names and contact information, high school diploma or equivalent, training experience; records of training in CSE, planning and management; Fall Protection, gas detection training; and background in OHS education and training;
- d. Developing and implementing internal auditing systems to ensure trainers are following the CSE training standard;
- e. Providing WorkplaceNL with participant's evaluations upon request for data analysis and quality assurance purposes;
- f. Submitting any information regarding the CSE 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. 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 CSE program integrity, all CSE training providers/trainers must strictly adhere to the content of the CSE certification training standard and training programs being delivered.

4.1 Monitoring of program integrity and delivery

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