

Supervisor Safety Certification Training Standard



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Supervisors have a responsibility to protect workers and keep the workplace safe. The *Newfoundland and Labrador Occupational Health and Safety Act*, Sections 5.1 and 5.2 outline the general and specific duties of a supervisor. To achieve these obligations, a supervisor should have a general understanding of occupational health and safety management. This standard provides minimum criteria for the development and delivery of a supervisor health and safety certification training program. It was developed in consideration of research findings, the *Newfoundland and Labrador Occupational Health and Safety Act*, and the *Newfoundland and Labrador Occupational Health and Safety Regulations*. In addition, Policy HS-03 provides WorkplaceNL with framework and guidance in the development of certification training standards.

This voluntary certification training standard applies to:

- a) A person who meets the definition of supervisor under Section 2 of the *Newfoundland and Labrador Occupational Health and Safety Act*.
- b) An employer who employs a person as a supervisor.
- c) A person who is delivering a supervisor health and safety certification training program.

Approval of Supervisor Health and Safety Training Providers

Training providers must apply and be approved by WorkplaceNL to deliver the supervisor health and safety 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 supervisor health and safety training providers if they satisfy criteria with respect to:

- a) competent supervisor health and safety trainer(s),
- b) delivery of supervisor health and safety certification training that meets the supervisor health and safety certification training standard,
- c) documentation, record keeping and adherence to administrative requirements of WorkplaceNL, and
- d) maintaining program integrity and delivery.

In order for supervisor health and safety training providers to maintain approval, they must ensure that each trainer is delivering **a minimum of one certification training program** in a calendar year.

1. Competent Supervisor Health and Safety Trainers

A trainer must have approval by WorkplaceNL to deliver supervisor health and safety 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 supervisor health and safety trainers:

- a) high school diploma or equivalency.
- b) OH&S education, experience and training:
 - (i) safety designation or,
 - (ii) post-secondary OH&S 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 OH&S Regulations in the applicable standard,
- f) proficient knowledge of Occupational Health and Safety Regulations and current Canadian Standards Association (CSA) Standards specific to the applicable standard, and

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 supervisor health and safety certification training standard

Training providers who offer supervisor health and safety training must ensure that its trainers deliver training programs according to WorkplaceNL's Supervisor Health and Safety Certification Training Standard, and use the training materials and delivery methods prescribed by WorkplaceNL.

2.1 Learning Outcomes:

By the end of the supervisor health and safety training, participants will demonstrate their understanding of and discuss:

1. Health and safety legislation
2. Occupational health and safety programs
3. Hazard recognition, evaluation and control
4. Occupational health and hygiene
5. Workplace inspections
6. Emergency preparedness and response
7. Incident investigations
8. Disability management
9. OHS Program Evaluation
10. PRIME

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

Training must be a minimum of 16 hours in duration and consist of theory and practical training. Any changes made to the supervisor health and safety training 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

Supervisor health and safety training must be designed for a general audience and have a high school comprehension level 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 Supervisor Health and Safety 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.

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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 supervisor safety training providers and trainers; and/or,
- d) monitoring performance of supervisor safety 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 supervisor health and safety training must maintain records of trainers and trainees by:

- a) Collecting and submitting training records as prescribed through WorkplaceNL's Certification Training Registry.
- b) Collecting and maintaining records of competent and qualified supervisor health and safety trainers including their names and contact information, high school diploma or equivalent, training experience; records of training and background in OH&S education and training.
- c) Developing and implementing internal auditing systems to ensure trainers are following the supervisor safety training standard.
- d) Providing WorkplaceNL with participant's evaluations for data analysis and quality assurance purposes.
- e) Submitting any information regarding the supervisor health and safety certification training program to WorkplaceNL as a means of measuring the effectiveness of WorkplaceNL in meeting its objectives.
- f) Following WorkplaceNL's administration processes for delivery of certification training.

If a training provider elects to issue a certificate of attendance to trainees, 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 in WorkplaceNL's Certification Training Registry.

3.1 Recertification

Recertification is required every three (3) years from the date of last certification. Recertification options will include online or in-class refresher training as prescribe 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 supervisor health and safety training program, all training providers and trainers must strictly adhere to the content of the Supervisor Health and Safety Certification Training Standard and its associated training curriculum.

4.1 Monitoring of Program Integrity and Delivery

To ensure the Supervisor Health and Safety Certification Training Standard is met and maintained, WorkplaceNL will conduct random quality assurance audits to determine if training providers and their trainers are adhering to the contents of the standard. 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.

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