

Workplace First Aid Certification Training Standard



The Newfoundland and Labrador Occupational Health and Safety First Aid Regulations under the Occupational Health and Safety Act Section 3.1 states:

3.1 (1) The commission shall establish the education, practical training and other criteria required for a person to be issued a certificate of

- (a) Advanced first aid (CSA 1210-17 Advanced Level);
- (b) Emergency first aid (CSA 1210-17 Basic Level); and
- (c) Standard (CSA 1210-17 Intermediate Level) first aid.

(2) Where a course or program is offered by a person or organization that provides the education, practical training and other criteria that the commission considers to be equivalent to that required under subsection (1), the commission may designate that course or program as offered by that person or organization as acceptable for the purpose of that subsection.

(3) In this section "commission" means the Workplace Health, Safety and Compensation Commission continued under section 3 of the *Workplace Health, Safety and Compensation Act*.

*Note: "The Commission" has changed its name to WorkplaceNL

Workplace First Aid Certification Training Standard

This standard provides the minimum requirements for delivery of Workplace Emergency, Standard and Advanced First Aid certification training programs for both in-class and blended online and in-class training.

This certification training standard applies to:

- a) A person who is required under legislation to complete certification training in emergency, standard or advanced first aid;
- b) An employer or volunteer organization who employs a person who is conducting Emergency, Standard or Advanced First Aid (First Aid Training Provider); and
- c) A person who is delivering First Aid certification training programs (Trainer)

Approval of First Aid Training Providers

First Aid training providers must apply and be approved by WorkplaceNL to deliver Workplace First Aid certification.

The *Workplace Health, Safety and Compensation Act* require 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 Workplace First Aid training providers with respect to:

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

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

A trainer must first be approved by WorkplaceNL to deliver Workplace First Aid certification training. To be approved the trainer must:

- a) Meet the minimum criteria;
- b) Be affiliated with an approved First Aid training provider with an approved curriculum as per the training standard; and
- c) Pass a trainer assessment that meets, at a minimum, the WorkplaceNL standard.

The following is the minimum criteria to be considered for Workplace First Aid trainers:

- a) High School diploma or equivalency;
- b) Education, experience and training;
 - i. Safety or medical designation, or
 - ii. Post-secondary certificate in Nursing, Medicine, Paramedicine, First Response (Law enforcement, firefighter), OHS, ergonomics, industrial hygiene or related education or
 - iii. Two-years' experience in role requiring first aid or first response field experience
- c) Adult education experience:
 - i. Proof of certification in adult education training principles, or
 - ii. Completion of approved first aid training providers train the trainer course, or
 - iii. Two consecutive years instructing adult learners with a minimum of three courses instructed per year.
- d) Current First Aid Certification in the respective course you will be teaching. (Emergency, Standard, Advanced) Equivalencies will be considered for current advanced certificates.
- e) "Competent" and "qualified" as defined by the NL OHS Regulations in the applicable standard, and,
- f) Proficient knowledge of OHS First Aid Regulations and current Workplace First Aid Standards

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

First Aid training providers must ensure that its trainers deliver First Aid training programs according to WorkplaceNL's Workplace First Aid certification training standard.

2.1 Learning Outcomes

By the end of Workplace First Aid training, participants will demonstrate their understanding and discuss learning outcomes as per the CSA Standard Z1210-17 First Aid Training for the Workplace – Curriculum and Quality Management for Training Agencies. See Appendix C for Clause 6 Competencies.

- a) Emergency First Aid - Emergency First Aid learning outcomes will at a minimum meet the basic training level requirements as laid out in CSA Standard Z1210-17 Clause 6 Competencies.
- b) Standard First Aid - Standard First Aid learning outcomes will at a minimum meet the intermediate training level requirements as laid out in CSA Standard Z1210-17 Clause 6 Competencies.
- c) Advanced First Aid - Advanced First Aid learning outcomes will at a minimum meet the Advanced training level requirements as laid out in CSA Standard Z1210-17 Clause 6 Competencies.

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

Workplace First Aid 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 Workplace First Aid certification training standard; this should include a reference manual for first aid.

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 requiring first aid.

A variety of teaching aids are required, including visual aids and first aid equipment. Workplace First Aid training providers must provide class participants with sufficient numbers of manikins or other equipment to perform CPR, AR and AED practical exercises. Equipment that is used by more than one student must be properly sanitized and cleaned between uses. Any recommended PPE for training must be available for students to use.

2.5 Evaluation and Feedback

Participants must complete a written examination to confirm their knowledge and understanding of First Aid theory, policy, laws and practice. 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.

When the training provider is completing a blended Workplace First Aid learning program it is required that the training provider conduct a confirmation of knowledge prior to the practical portion of the course. This is to ensure that the trainee has completed the online training portion and has maintained a minimum level of understanding to complete the in-class practical activities.

Participants must successfully demonstrate their knowledge and skill in First Aid and equipment during practical learning activities. These learning activities must incorporate recognition, evaluation and control of hazards. Participants must apply their knowledge of identifying hazards they may face when performing first aid and how to carry out first aid activities. Participants must also demonstrate their knowledge of First Aid and situations students may face. Trainers are required to monitor and instruct participants during learning activities, and verify participant's competency.