

# Occupational Health and Safety Committee, Worker Health and Safety Representative and Workplace Health and Safety Designate Certification Training Standard



This standard provides minimum criteria for the development and delivery of Occupational Health and Safety Committee, Worker Health and Safety Representative, and Workplace Health and Safety Designate (OHS Committee, WHS Representative and Designate) Level 1 and Level 2 certification training programs. It was developed in consideration of research findings and the **Newfoundland and Labrador Occupational Health and Safety Act**, Sections 5, 35, 36.1, 36.2, 37 - 44, 45, 49, 54, 65, and the **Newfoundland and Labrador Occupational Health and Safety Regulations**, Part I, General, Sections 5 and 6, Part II, Notice Requirements, Section 9; Part III, General Duties, Sections 12 and 15; Part IV, Occupational Health and Safety Committees, Representatives and Designates, Section 25; Part VI, Occupational Health Requirements, Sections 42, 45 and 54; Part XXVII, Confined Space Entry, Section 512; and Part XXVIII, General Mining Requirements, Sections 519, 533, 542, 576, 592, 595, 596, 614, 639, 648 and 685.

This certification training standard applies to:

- a. A person who is required under legislation to complete the OHS Committee, WHS Representative or Designate certification training;
- b. An employer who employs a person who is conducting OHS Committee, WHS Representative or Designate certification training programs (OHS Committee, WHS Representative and Designate training provider); and
- c. A person who is delivering OHS Committee, WHS Representative and Designate certification training programs (OHS Committee, WHS Representative and Designate trainer).

## **Approval of OHS Committee, WHS Representative and Designate Training Providers**

OHS Committee, WHS Representative and Designate training providers must apply and be approved by WorkplaceNL to deliver the OHS Committee, WHS Representative and Designate certification training.

The **Workplace Health, Safety and Compensation Act, 2022** 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 comply 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 OHS Committee, WHS Representative, and Designate training providers if they satisfy criteria with respect to:

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

In order for OHS Committee, WHS Representative and Designate training providers to maintain approval, they must ensure that each trainer is delivering a minimum of one Level 1 and one Level 2 certification training program in a 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 OHS Committee, WHS Representative and Designate trainers**

A trainer must have approval by WorkplaceNL to deliver OHS Committee, WHS Representative and Designate 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 are the minimum criteria to be considered for OHS Committee, WHS Representative and Designate trainers:

- a. High school diploma or equivalency;
- b. Occupational Health and Safety (OHS) education, experience and training:
  - i. Safety designation; or
  - ii. Post-secondary OHS 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
  - iv. Two (2) consecutive years instructing adult learners with a minimum of three (3) courses instructed each year.
- d. Current certification from a WorkplaceNL approved training provider;
- e. “Competent” and “qualified” as defined by the NL OHS Regulations in the applicable standard;
- f. Proficient knowledge of OHS Regulations and current Canadian Standards Association (CSA) Standards specific to the applicable standard.

Each trainer must deliver a minimum of one Level 1 and one Level 2 certification training program per calendar year. WorkplaceNL may suspend 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 certification training that meets the OHS Committee, WHS Representative and Designate certification training standard**

Effective January 1, 2023, WorkplaceNL will administer two standardized OHS Committee, WHS Representative and Designate training programs to meet the needs of committee members and worker health and safety (WHS) representative and designates.

OHS Committee, WHS Representative and Designate training providers must ensure that their trainers deliver training programs according to WorkplaceNL’s OHS Committee, WHS Representative and Designate certification training standard.

### **2.1 Learning Outcomes**

#### **Level 1 OHS Committee, WHS Representative and Designate Certification Training**

OHS committee members, WHS representative and designates that are legislatively required to have training must complete Level 1 OHS Committee, WHS Representative and Designate Certification Training.

The primary objective of Level 1 OHS Committee, WHS Representative and Designate Certification Training is to provide committee members, WHS representatives and designates with the skills to perform the duties and responsibilities outlined in the OHS legislation.

## **Occupational Health and Safety Committee, Worker Health and Safety Representative and Workplace Health and Safety Designate Certification Training Standard**

By the end of the Level 1 training, participants will demonstrate their understanding and discuss:

1. The basics of occupational health and safety;
2. Hazard recognition, evaluation and control;
3. Workplace inspections; and
4. Incident investigations.

This course must be a minimum of eight (8) hours with a maximum class size of 15.

### **Level 2 OHS Committee Member Certification Training**

Committee members that are legislatively required to have training must complete Level 1 OHS Committee, WHS Representative and Designate Certification Training and Level 2 OHS Committee Member Certification Training.

The primary objective of Level 2 OHS Committee Member Certification Training is to provide committee members with the skills to perform the duties and responsibilities outlined in the OHS legislation.

By the end of the Level 2 training, participants will demonstrate their understanding and discuss:

1. Core OHS concepts;
2. Essentials of OHS committees;
3. Application of hazard recognition, evaluation and control; and
4. Making OHS committees effective.

This course must be a minimum of eight (8) hours with a maximum class size of 15.

### **The completion of Level 1 OHS Committee, WHS Representative and Designate Certification Training is a prerequisite for Level 2 OHS Committee Member Certification Training.**

Any changes made to the Level 1 or Level 2 OHS Committee, WHS Representative and Designate 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**

OHS Committee, WHS Representative and Designate certification training programs must be designed for a general audience and have a comprehension level in the range of grade five (5) to grade eight (8) with the exception of necessary technical terms. Plain language should be used and accommodations 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 OHS Committee, WHS Representative and Designate certification training standard. Reference materials must be provided to 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 or feedback.

**To deliver virtual training, training providers must complete the “Virtual Training Request Form” and receive approval from WorkplaceNL prior to delivering training virtually.**

#### 2.5 Evaluation Methods

Trainers must conduct ongoing evaluation throughout the training to ensure participant learning outcomes are achieved. Participants must complete a knowledge check to confirm their knowledge and understanding of the material covered.

#### 2.6 Evaluation and Feedback

Trainers are required to provide and collect training evaluation forms for all participants. These forms must be stored by the trainer or training provider for five years. WorkplaceNL may request copies of participant evaluation forms as part of a quality assurance audit.

### **3. Documentation, record keeping and adherence to administrative requirements of WorkplaceNL**

Training providers must maintain records of trainers and OHS Committee, WHS Representative and Designate 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 OHS Committee, WHS Representative and Designate trainers, including their names and contact information, high school diploma or equivalent, training experience, records of training and background in OHS Education and training;
- d. Developing and implementing internal auditing systems to ensure trainers are following the OHS Committee, WHS Representative and Designate training standard;
- e. Providing WorkplaceNL with participant’s evaluations upon request for data analysis and quality assurance purposes;
- f. Submitting any information regarding the OHS Committee, WHS Representative and Designate 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.

## Occupational Health and Safety Committee, Worker Health and Safety Representative and Workplace Health and Safety Designate Certification Training Standard

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 (3) years from the date of initial certification. Recertification options will include online, virtual, or in-class refresher training as prescribed by WorkplaceNL. A recertification course must be completed prior to the expiry of a certificate. In the event certification training expires the initial certification course must be completed in order to recertify. It is the responsibility of the certificate holder to register and participate in a recertification program.

## 4. Maintaining program integrity and delivery

To ensure OHS Committee, WHS Representative and Designate program integrity, all training providers and trainers must strictly adhere to the content of the OHS Committee, WHS Representative and Designate certification training standard and training programs being delivered.

### 4.1 Monitoring Program Integrity and Delivery

To ensure that certification training standards are met and maintained, WorkplaceNL may:

- a. Conduct random quality assurance audits;
- b. Investigate all allegations of non-compliance;
- c. Review participant evaluation forms;
- d. Receive and respond to concerns; and
- e. Review administrative processes used by OHS Committee, WHS Representative and Designate training providers and trainers.

According to 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.