

Fall Protection Certification Training Standard



The Newfoundland and Labrador, Occupational Health and Safety (OHS) Regulations, 2012, section 139, states that a worker shall not use fall protection equipment after January 1, 2012, unless the worker has completed a training program on fall protection prescribed by WorkplaceNL.

This standard provides minimum criteria for the development and delivery of fall protection certification training. It was developed in consideration of research findings and the OHS Regulations, sections 28, 29, 30, 38, 138 to 146, 155, 197, 207, 217, 242, 243, 246, 247, 266, 409, 410 and 466.

This certification training standard applies to:

- a) A worker who is required under legislation to complete certification training in fall protection (end-user of fall protection equipment);
- b) An employer who employs a worker who is conducting fall protection certification training (training provider); and
- c) A person who is delivering fall protection certification training (trainer).

Policy HS-03 Occupational Health and Safety Certification Training provides additional information regarding the approval processes for training providers and trainers, program delivery, documentation and administration, quality assurance, investigations, maintaining program integrity and delivery, non-compliance and the review of certification training decisions.

1. Approval of Fall Protection Training Providers

Training providers must apply and be approved by WorkplaceNL to deliver fall protection 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 fall protection training providers if they satisfy criteria with respect to:

1. Competent fall protection certification trainer(s);
2. Delivery of fall protection certification training that meets the Fall Protection Certification Training Standard;
3. Documentation, record keeping and adherence to administrative requirements of WorkplaceNL; and
4. Maintaining program integrity and delivery.

To maintain approval, fall protection training providers must ensure that trainers deliver a minimum of two fall protection certification training programs each calendar year.

2. Approval of Competent Fall Protection Certification Trainers

Trainers must be approved by WorkplaceNL to deliver fall protection certification training. To be approved the trainer must:

- a) Meet the minimum criteria;
- b) Be affiliated with a training provider with an approved curriculum; and
- c) Pass a trainer assessment as prescribed by WorkplaceNL.

The following is the minimum criteria to be considered for fall protection trainers:

- a) High school diploma or equivalency;
- b) OHS education, experience and training:
 - i. Safety designation;
 - ii. Post-secondary OHS certificate or diploma; or
 - iii. Five years demonstrated safety knowledge and competency.
- c) Two years demonstrated relevant fall protection field experience;

- d) Adult education experience:
 - i. Proof of certification in adult education and training principles; or
 - ii. Two consecutive years instructing adult learners with a minimum of three courses instructed each year.
- e) Current certification in fall protection certification training completed through an approved training provider;
- f) Current certification in fall protection equipment inspection;
- g) “Competent” and “qualified” as defined by the OHS Regulations in the applicable standard; and
- h) Proficient knowledge of OHS Regulations and related Canadian Standards Association (CSA) Standards that have been adopted by the province.

Each trainer must deliver a minimum of two fall protection certification training programs each 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 assurance assessment; or
- c) A trainer has breached the Certification Training Code of Ethics.

3. Training Delivery

Training providers that offer fall protection certification training programs must ensure that trainers deliver training according to WorkplaceNL's Fall Protection Certification Training Standard and the approved curriculum.

All fall protection and fall protection recertification training curricula must be submitted and approved by WorkplaceNL. Any changes made to a fall protection certification training program must be submitted and approved by WorkplaceNL.

WorkplaceNL reserves the right to mandate updates to training programs where there is a change to OHS legislation or the standards adopted by the province. Training providers must make these updates within the required timeframe to maintain certification.

Where copyrighted material is included in a fall protection or fall protection recertification training program, the training provider must obtain permission from the copyright owner and provide WorkplaceNL with documentation granting permission to use the material. It is the responsibility of the training provider to update WorkplaceNL on any changes to their permission to use the curriculum. Where a training provider cannot provide proof of ownership or permission to use copyrighted material, WorkplaceNL reserves the right to suspend or decertify the training provider.

Approved fall protection and fall protection recertification training programs are not permitted to be delivered in combination. These courses are approved separately and are to be facilitated as two separate courses. If a training provider would like to facilitate a combined training program, they must develop a curriculum and submit it to WorkplaceNL for review and approval.

Training providers and trainers are required to ensure that training participants are eligible to attend a fall protection recertification training course. To confirm eligibility, the training provider or trainer must review a copy of the initial training certificate and ensure it has not expired. Only the official Certification Training Registry (CTR) certificate can be used to confirm eligibility.

Initial training must be a minimum of 16 hours in duration, completed over two consecutive eight-hour days, with a maximum class size of 15. The 16 hours of training must include two components: eight hours of knowledge and understanding and eight hours of application and analysis of fall protection concepts.

Recertification training must be a minimum of eight hours, with a maximum class size of 15. The eight hours of training must include four hours of knowledge and understanding and four hours of application and analysis of fall protection concepts. The knowledge and understanding component of this course allows training participants to identify and discuss basic fall protection concepts, and to use them when they have to work at height.

Application and analysis allow training participants to apply, calculate, demonstrate and assess the learning objective using the knowledge gained in a problem-solving, hands-on manner.

Where fall protection training includes working at height or suspension, the training provider and trainer must follow legislative requirements and take appropriate precautions to protect training participants from injury. When training at heights, they must have proper fall protection in place and have a rescue plan and rescue equipment readily available. It is also recommended that a secondary anchor and lifeline be used for any practical activities that may result in a training participant being disconnected from their anchor point, such as using a double lanyard to ladder climb or transfer between two horizontal lifelines.

Training providers who offer fall protection certification training must ensure that trainers deliver training according to WorkplaceNL's Fall Protection Certification Training Standard and the approved curriculum.

3.1 Learning Outcomes

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

- a) Importance of fall protection training;
- b) Legislative roles and responsibilities of workplace parties;
- c) The Newfoundland and Labrador Occupational Health and Safety Regulations, 2012, sections 28, 29, 30, 38, 138-146, 155, 197, 207, 217, 242, 243, 246, 247, 409, 410, and 466;
- d) Types of fall protection systems;
- e) Fall arrest systems, equipment and components;
- f) Fall protection system forces and clearances (WorkplaceNL's standardized fall clearance calculations);
- g) Pre-job hazard assessment;
- h) Requirements of a fall protection plan;
- i) General requirements of a fall arrest rescue plan;
- j) Use, care, storage, maintenance and inspection of fall protection systems, equipment and components; and
- k) Incident reporting and investigations.

3.2 Adult Learning Principles

Program design, content and activities must demonstrate adult learning principles and include theory and practical components.

3.3 Comprehension Level

Fall protection 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 training participants.

3.4 Teaching Materials and Aids

Training participants must be provided with appropriate learning guides and workbooks. Reference materials must be provided to training 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.

A variety of teaching aids are required to deliver fall protection training programs, including examples of fall protection equipment. Training providers and trainers must provide training participants with:

- A sufficient number of CSA-approved harnesses for practical learning activities (e.g., donning, inspection, etc.), at a minimum ratio of one harness for every three training participants. Harnesses must be provided in various sizes to accommodate training participant's needs and demonstrate proper fit.
- A variety of CSA approved fall protection equipment for demonstration purposes and selection activities, including, but not limited to:
 - Class A, D, E, L, P harness(es);
 - A minimum of three different lanyards, one of which must include an energy absorber (e.g., single and double lanyard; with and without energy absorber; cable, webbing or rope; Y class, etc.);
 - Self-retracting lanyard(s) or lifeline(s);
 - Lifeline(s);
 - A minimum of three different temporary anchorage points (e.g., sling, roof anchor, I-beam anchor, rebar anchor, concrete anchor, etc.);
 - Work positioning device(s);
 - Carabineer(s);
 - Fall arrestor (e.g., cable grab, rope grab, etc.);
 - Spreader bar(s) (optional); and
 - Suspension trauma strap(s).

3.5 Evaluation Methods

Trainers must conduct ongoing evaluation throughout training to ensure training participant learning outcomes are achieved. Training participants must complete knowledge checks at various points to confirm their knowledge and understanding of the material covered.

Trainers must monitor and guide training participants during application and analysis activities and verify training participants' knowledge and understanding. Application and analysis activities must incorporate recognition, evaluation and control of hazards.

Training participants must successfully demonstrate their knowledge and skills to use fall protection systems and equipment.

Training participants must:

- Apply their knowledge, analyze situations and determine the appropriate fall protection systems or equipment;
- Understand fall protection system forces and clearances, by calculating fall clearance (e.g., free fall distance and minimum clearance required);
- Demonstrate proper donning of a fall protection harness; and
- Demonstrate proper inspection of fall protection equipment.

Training participants must complete a written examination to confirm their knowledge and understanding of fall protection facts, terms, and basic concept. Trainers may administer a written or oral examination to (training participants). Oral examinations must be administered individually and not as a group activity. Training participants must obtain a minimum score of 75% to successfully complete the training program and receive a training certificate. After the test has been administered, the trainer must review incorrect answers with the training participants to make sure they understand the correct answers. This is required for the training participant to successfully complete the training program and receive a certification.

3.6 Evaluation and Feedback

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

3.7 Recertification

Recertification is required every three years from the date of initial certification. It is the responsibility of the training participant to register and participate in an eight-hour fall protection recertification course prior to the expiry of the initial training certificate. The recertification course must be completed prior to the expiry of a certificate. If certification has expired, the 16-hour course must be completed in order to recertify.

4. Documentation, Record Keeping and Adherence to Administrative Requirements of WorkplaceNL

Fall protection certification training providers must maintain records of trainers and fall protection certification training programs by:

- a) Collecting and maintaining records of training participants in accordance with law and for a minimum of 5 years;
- b) Collecting and maintaining records of competent and qualified fall protection trainers, including their names and contact information, education level, training experience, records of training in fall protection equipment, systems and planning, and background in OHS education and training in accordance with law and for a minimum of 5 years;
- c) Submitting training records as prescribed through WorkplaceNL's Certification Training Registry;
- d) Developing and implementing internal quality assurance systems to ensure trainers are following the Fall Protection Certification Training Standard;
- e) Providing WorkplaceNL with training participant evaluation forms upon request for quality assurance purposes;
- f) Submitting any information regarding the fall protection 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 training participant, the document must clearly indicate the type of certification training, the name of the training provider and trainer, the training participant's name, date of successful completion, and date of expiry. The official record of certification will be located in WorkplaceNL's Certification Training Registry.

5. Maintaining Program Integrity and Delivery

To ensure the integrity of the fall protection certification training, training providers and trainers must strictly adhere to the content of the Fall Protection Certification Training Standard and the approved training program.

To ensure the certification training standard is met and maintained, WorkplaceNL may:

- Conduct random quality assurance activities;
- Investigate information and allegations of non-compliance;
- Review training participant evaluation forms;
- Receive and respond to concerns; and
- Review administrative processes used by 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 certification training standard is not being met.