

Workplace First Aid Certification Training Standard



The Newfoundland and Labrador, Occupational Health and Safety (OHS) First Aid Regulations under the OHS 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) Emergency first aid (CSA 1210 Basic Level); and
- b) Standard first aid (CSA Z1210 Intermediate Level).
- c) Advanced first aid (CSA Z1210 Advanced Level);

(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.

This standard provides the minimum requirements for delivery of workplace first aid certification training programs, including Basic, Intermediate and Advanced.

This certification training standard applies to:

1. A person who is required under legislation to complete certification training in emergency, standard or advanced first aid;
2. An employer or organization who employs a person who conducts Basic, Intermediate or Advanced Workplace First Aid (Training provider); and
3. A person who is delivering first aid certification training programs (Trainer).

Approval of First Aid Training Providers

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

1. Competent first aid trainer(s);
2. Delivery of First Aid Certification Training that meets the Workplace First Aid Training Standard;
3. Documentation, record keeping and adherence to administrative requirements of WorkplaceNL; and
4. Maintaining program integrity and delivery.

A training provider must submit a written medical reference in support of their training curriculum to WorkplaceNL. A medical reference will be considered acceptable if it is issued by a licensed Canadian physician, the Canadian Medical Association, or another national medical authority acceptable to WorkplaceNL. The purpose of this reference is to ensure that the curriculum meets all current medical standards for first aid. An updated reference may be requested by WorkplaceNL when a training provider submits a revised curriculum.

To maintain approval, training providers must ensure that trainers deliver a minimum of two workplace first aid certification training programs (of any level) in each calendar year. WorkplaceNL's 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 Certification Trainers

Trainer must 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 according to the training standard; and
- c) Pass the training providers written trainer assessment and approval process.

The following is the minimum criteria to be considered for workplace first aid certification trainers:

- a) High school diploma or equivalency;
- b) Education, experience and training:
 - i. Safety or medical designation;
 - ii. Post-secondary certificate in Nursing, Medicine, Paramedicine, First Response (Law enforcement, firefighter), occupational health and safety (OHS), ergonomics, industrial hygiene or related education; or
 - iii. Two years of experience in a role requiring first aid or first response field experience.
- c) Adult education experience:
 - i. Proof of certification in adult learning principles;
 - ii. Completion of approved first aid training provider train-the-trainer course; or
 - iii. Two consecutive years instructing adult learners with a minimum of three courses instructed each year.
- d) Current first aid certification in the respective course you will be teaching (e.g. Basic, Intermediate and Advanced). Equivalencies will be considered for current advanced certificates;
- e) “Competent” and “qualified” as defined by the OHS Regulations in the applicable standard; and
- f) Proficient knowledge of OHS First Aid Regulations and current Canadian Standards Association (CSA) Standards applicable to the standard.

Each trainer must deliver a minimum of two workplace first aid certification programs (of any level) in 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, a minimum of twice each year;
- b) A trainer has failed a quality control audit; or
- c) A trainer has breached the Certification Trainer Code of Ethics.

WorkplaceNL's 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 workplace 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 in accordance with CSA standard Z1210, First aid training for the workplace – Curriculum and quality management for training agencies.

- a) Basic first aid learning outcomes must meet the basic training level requirements in CSA Z1210, Clause 6, Competencies.
- b) Intermediate first aid learning outcomes must meet the intermediate training level requirements in CSA Z1210, Clause 6, Competencies.
- c) Advanced first aid learning outcomes must meet the advanced training level requirements in CSA Z1210, Clause 6, Competencies.

2.2. Adult Learning Principles

Program design, content and activities must demonstrate adult learning principles as well as 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 must include a reference material 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 cardiopulmonary resuscitation (CPR), artificial respiration (AR) and automated external defibrillator (AED) practical exercises. Equipment that is used by more than one participant must be properly sanitized and cleaned between uses. Any recommended personal protective equipment for training must be available for participants to use.

2.5. Evaluation Methods

Participants must complete a written examination to confirm their knowledge and understanding of workplace first aid. 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 participant 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 participants may face. Trainers are required to monitor and instruct participants during learning activities, and verify participant's competency.

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

Workplace first aid certification training providers must maintain records of trainers and first aid 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 qualified competent and qualified workplace first aid certification trainers including their names, contact information, and the minimum criteria listed in section 1;
- d) Notifying WorkplaceNL of the addition or removal of trainers;
- e) Developing and implementing internal auditing systems to ensure trainers are following the Workplace First Aid Certification Training Standard;
- f) Providing WorkplaceNL with participant's evaluations upon request for data analysis and quality assurance purposes;
- g) Submitting any information regarding the workplace first aid program to WorkplaceNL as a means of measuring the effectiveness of WorkplaceNL in meeting its objectives; and
- h) 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 (Emergency, Standard and Advanced), the name of the training provider, training institute (if different than 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 last 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 workplace first aid certification training program integrity, all training providers and trainers must strictly adhere to the content of the Workplace First Aid Certification Training Standard, CSA Z1210, First aid training for the workplace, and the training curriculum.

4.1. Monitoring of Program Integrity and Delivery

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

- i) Conduct random quality assurance audits;
- j) Investigate allegations of non-compliance;
- k) Review participant evaluation forms;
- l) Receive and respond to concerns; and
- m) Review administrative processes used first aid training providers and trainers.

According to WorkplaceNL's 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 determines that the above certification training standard is not being met.