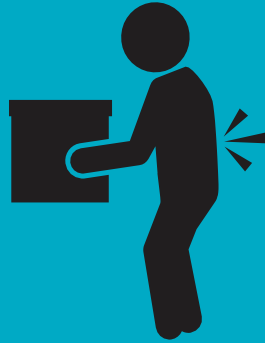


# Musculoskeletal Injury (MSI) Prevention Certification Training Standard



The Newfoundland and Labrador Occupational Health and Safety (OHS) Regulations, Sections 50 - 56 outline the employer's responsibilities for musculoskeletal injury (MSI) prevention. Section 52 states "An employer shall ensure that a worker who is or may be exposed to a risk of musculoskeletal injury is (a) educated in risk identification related to work, including the recognition of early signs and symptoms of musculoskeletal injury and its potential health effects; and (b) trained in the use of specific control measures, including, where applicable, work procedures, mechanical aids and personal protective equipment."

This certification training standard provides minimum criteria to develop and deliver a WorkplaceNL MSI prevention certification training program. It was developed in consideration of research findings, and the OHS Act and Regulations.

This certification training standard applies to:

1. A person who meets the definition of employer, supervisor and worker under section 2 of the OHS Act.
2. An employer who employs a person who may be at risk of developing an MSI;
3. A supervisor who advises workers of ergonomics-related hazards in the workplace and provides workers with written or oral instructions in precautions to take; and
4. Workers who follow instructions and training for devices and equipment and safe work procedures; or
5. A person who is delivering an MSI prevention certification training program.

## Approval of Musculoskeletal Injury (MSI) Prevention Certification Training Providers

Training providers must apply and be approved by WorkplaceNL to deliver the MSI prevention 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 MSI prevention certification training providers if they satisfy criteria with respect to:

1. Competent MSI prevention certification trainer(s);
2. Delivery of MSI prevention certification training that meets WorkplaceNL's Musculoskeletal Injury (MSI) Prevention Certification Training Standard;
3. Documentation, record keeping and adherence to administrative requirements of WorkplaceNL; and
4. Maintaining program integrity and delivery.

To maintain approval, training providers must ensure that trainers deliver a minimum of one MSI prevention certification training program 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 Musculoskeletal Injury (MSI) Prevention Certification Trainers

Trainers must be approved by WorkplaceNL to deliver MSI prevention 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 MSI prevention certification trainers:

- a) High school diploma or equivalency;
- b) OHS education, experience and training:
  - i. Safety designation; or
  - ii. Post-secondary OHS certificate or diploma; or
  - iii. Five years demonstrated safety knowledge and competency.
- c) Three years demonstrated relevant ergonomics/human factors/MSI prevention field experience;
- d) Adult education experience:
  - i. Proof of certification in adult education/training principles; or
  - ii. Two consecutive years instructing adult learners with a minimum of three courses instructed each year.
- e) Current certification in MSI prevention certification training completed through an approved training provider;
- f) "Competent" and "qualified" as defined by the OHS Regulations in the applicable standard; and
- g) Proficient knowledge of OHS Regulations and related MSI Canadian Standards Association (CSA) Standards adopted by the province.

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Each trainer must deliver a minimum of one MSI prevention certification training program each calendar year. WorkplaceNL may suspend or decertify a trainer, at any time, in circumstances where it determines that the trainer:

- a) Failed to deliver training that meets WorkplaceNL's certification training standard, a minimum of once per calendar year;
- b) Failed a quality control audit; or
- c) 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 certification training that meets the Musculoskeletal Injury (MSI) Prevention Certification Training Standard**

Training providers who offer an MSI prevention certification training program must ensure that its trainers deliver training programs according to WorkplaceNL's MSI Prevention Certification Training Standard, and use the training materials and delivery methods prescribed by WorkplaceNL.

Any changes made to an MSI prevention certification training program must be submitted and approved by WorkplaceNL.

#### **2.1. Learning Outcomes**

By the end of MSI prevention certification training, participants will demonstrate their understanding and discuss:

- a) Introduction
- b) Legislative requirements
- c) MSI basics
- d) MSI risk factors and controls
- e) Manual material handling
- f) Computer workstation setup

This course must be a minimum of eight hours, including breaks, with a maximum class size of 15.

#### **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**

MSI prevention 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. Use clear language and make accommodations for 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 MSI Prevention 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/feedback.

#### 2.5. Evaluation Methods

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.

#### 2.6. Evaluation and Feedback

Trainers are required to provide and collect training evaluation forms for all participants. These forms must be retained 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

WorkplaceNL MSI prevention certification training providers must maintain records of trainers and trainees by:

- a) Collecting and maintaining participant training records;
- b) Submitting training records as prescribed through WorkplaceNL's Certification Training Registry;
- c) Collecting and maintaining records of competent and qualified MSI prevention certification trainers including their names and contact information, education level, training experience, records of training, background in OHS education and training, and experience in ergonomics/human factors/MSI prevention;
- d) Developing and implementing internal auditing systems to ensure trainers are following the MSI prevention certification training standard;
- e) Providing WorkplaceNL with participant's evaluations upon request for data analysis and quality assurance purposes;
- f) Submitting any information regarding the MSI prevention 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 participant, the document must clearly indicate the type of certification training, the name of the training provider and trainer, the trainee'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 an MSI certification training program every three years.

## 4. Maintaining Program Integrity and Delivery

To ensure the integrity of the MSI prevention certification training program, all training providers and trainers must strictly adhere to the content of the MSI Prevention Certification Training Standard and its associated training curriculum.

### 4.1. Monitoring of Program Integrity and Delivery

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

- a) Conduct random quality assurance audits;
- b) Investigate allegations of non-compliance;
- c) Review participant evaluation forms;
- d) Receive and respond to concerns; and
- e) Review administrative processes used by MSI 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.