

Traffic Control Person Certification Training Standard



This standard provides minimum criteria for the development and delivery of TCP certification training programs. It was developed in consideration of research findings and sections 373-375 of the Newfoundland and Labrador Occupational Health and Safety Regulations. Section 374 (5) states that a person shall not work as a traffic control person after January 1, 2011 unless he or she has completed a traffic control certification training program prescribed by WorkplaceNL.

This certification training standard applies to:

- a) A person who is required under legislation to complete certification training in traffic control;
- b) An employer who employs a person who is conducting traffic control certification training programs (TCP training provider); or,
- c) A person who is delivering traffic control certification training programs (TCP trainer).

Approval of TCP Training Providers

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

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

In order for TCP training providers to maintain approval, they must ensure that each TCP trainer is delivering **a minimum of two (2) TCP certification training programs** per 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 TCP trainers

A trainer must have approval by WorkplaceNL to deliver each level of TCP certification training. To be approved the trainer must:

- a) Meet the minimum criteria;
- b) Complete a course content review session as prescribed by WorkplaceNL; and,
- c) Pass a Trainer Assessment as prescribed by WorkplaceNL.

The following is the minimum criteria to be considered for TCP 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) Two (2) years related TCP experience;
- d) Adult Education Experience:
 - i. Proof of training in adult learning principles, or
 - ii. Two consecutive years instructing adult learners with a minimum of three (3) courses instructed per year.
- e) Current certification from a WorkplaceNL approved training provider;
- f) "Competent" and "qualified" as defined by the NL OHS Regulations in the applicable standard; and,
- g) Proficient knowledge of Occupational Health and Safety Regulations and other applicable standards.

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

Effective January 2020, WorkplaceNL will administer two standardized traffic control training programs that address the specific needs of TCPs.

TCP training providers must ensure TCP trainers deliver training as prescribed by WorkplaceNL. Any changes to the approved TCP training programs must be submitted and approved by WorkplaceNL.

2.1 Learning Outcomes

TCP Level I

Persons performing the duties of a flagperson must complete the TCP Level I training course. TCP Level I responsibilities include:

- a) Ensuring traffic is moving safely through temporary situations that limit or change the flow of regular traffic;
- b) Stopping or slowing traffic as needed based on the situation and working conditions;
- c) Ensuring that the motoring public has priority over work related traffic, while ensuring that work is being completed safely and efficiently;
- d) Assisting with set up and placement of signs under the direction of a TCP Level II; and
- e) Warning workers of any potential dangers.

The primary objective of TCP Level I training is to provide a flagperson with skills and competency to protect themselves, their co-workers and the general public while performing traffic control duties. By the end of the TCP Level I training, participants will be able to identify and discuss:

- 1. Legislation and Traffic Control Person Responsibilities;
- 2. Traffic Control Person Clothing and Equipment;
- 3. Traffic Control Devices and Signs;
- 4. Traffic Control Work Area;
- 5. Traffic Control Procedures; and
- 6. Traffic Control Person Hazards.

This course must be a minimum of **eight hours** in duration and with a **maximum class size of 15 participants**.

TCP Level II

Persons responsible for implementation and monitoring of traffic control plans must complete a TCP Level II training course. TCP Level II responsibilities include:

- a) Analysing and assessing hazards associated with traffic control operations;
- b) Referencing the OHS Regulations and the appropriate Traffic Control Manual to develop a traffic control plan;
- c) Determining signs and devices as per traffic control plan and in compliance with local and provincial rules and regulations;
- d) Coordinating site setup and tear down procedures;
- e) Supervising and ensuring continuous monitoring of the worksite and revision of the traffic control plan when necessary; and
- f) Consulting with stakeholders, municipalities, government or other regulatory bodies.

The primary objective of TCP Level II training is to provide the skills and competency to interpret the Traffic Control Manual(s) to determine the appropriate traffic control setup and to develop a traffic control plan. By the end of the TCP Level II training, participants will be able to identify and discuss:

1. Legislation and Traffic Control Person Responsibilities;
2. Appropriate Diagram Selection;
3. Hazard Assessment;
4. Site Preparation Activities; and
5. Develop a Traffic Control Plan

The completion of TCP Level I is a prerequisite for initial TCP Level II certification.

This course must be a minimum of **eight hours** in duration and with a **maximum class size of 15 participants**.

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

TCP 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 Aids

Participants must be provided with appropriate learning guides and workbooks that are based on the learning outcomes of the Traffic Control Person Certification Training Standard. Reference materials are kept by participants after the successful completion of the training program for support in workplace activities.

Programs must include 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.

A variety of teaching aids are required including visual aids and Traffic Control equipment. WorkplaceNL will include a detailed list of equipment and requirements in the facilitator's guides for both TCP Level I and TCP Level II training. All Traffic Control equipment and devices must be in good working order and comply with current Regulations.

2.5 Evaluation and feedback

Examinations and ongoing evaluation of learning is required. Trainers must incorporate feedback throughout the training to ensure participant learning outcomes are achieved. It also provides opportunity for trainers to receive feedback on content, training delivery and the learning environment.

WorkplaceNL will monitor the effectiveness of training and TCP training provider activities by any or all of the following:

- a) Reviewing participant evaluation forms;
- b) Receiving and responding to concerns;
- c) Reviewing administrative processes used by TCP training providers and trainers;
- d) Monitoring performance of TCP training providers and trainers through the completion of random quality assurance audits; or
- e) Other appropriate means.

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

TCP training providers must maintain records of TCP trainers and TCP 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 TCP trainers including their names and contact information, education level, training experience, knowledge of Traffic Control, planning and management; and background in OHS education and training;
- d) Developing and implementing internal auditing systems to ensure trainers are following the TCP training standard;
- e) Providing WorkplaceNL with participant evaluation forms upon request for data analysis and quality assurance purposes;
- f) Submitting any information regarding the TCP 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 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 years from the date of initial 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 TCP program integrity, all TCP training providers/trainers must strictly adhere to the content of the TCP certification training standard and training programs being delivered.

4.1 Monitoring of program integrity and delivery

To ensure the TCP certification training standard is met and maintained, WorkplaceNL will conduct random quality assurance audits and investigate all allegations of non-compliance to determine if TCP training providers and their trainers are adhering to the contents of this standard. As per Policy HS-03 Occupational Health and Safety Certification Training, the status of a certified TCP training provider may be revoked or suspended if WorkplaceNL has reason to believe the above certification training standard is not being met.

5. Transition process

Effective January 2020, WorkplaceNL approved training providers will transition to the use of standardize curriculum for TCP Level I and TCP Level II training.

5.1 Certificates issued prior to January 1, 2020

TCP certificates issued by a WorkplaceNL approved training provider prior to January 1, 2020 will be honored until the indicated date of expiry. These certificate holders will be allowed to perform the duties for TCP Level I.

5.2 Training timelines

Anyone performing TCP Level II responsibilities must complete the new TCP Level II training course. Please note that a valid TCP certificate (issued prior to January 1, 2020) or a valid TCP Level I certificate is a prerequisite for TCP Level II training.

Training availability may be limited in the New Year as WorkplaceNL transitions training providers and trainers into the new program. Therefore, WorkplaceNL will allow a grace period to July 1, 2020 for individuals to complete the new TCP Level II training program with a WorkplaceNL approved trainer.