

Traffic Control Person Certification Training Standard



The Newfoundland and Labrador Occupational Health and Safety (OHS) Regulations, sections 373 to 375 outline the employer's responsibilities for Traffic Control. Section 374(5) states that a person shall not work as a traffic control person after January 1, 2011 unless they have completed a traffic control certification training program prescribed by WorkplaceNL.

This standard provides minimum criteria for the development and delivery of Traffic Control Person Certification Training programs.

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 (Training provider); and
- c) A person who is delivering traffic control certification training programs (Trainer).

Approval of Traffic Control Certification Training Providers

Training providers must apply and be approved by WorkplaceNL to deliver Traffic Control Person 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 traffic control person trainer(s);
2. Delivery of traffic control person certification training that meets the Traffic Control Person Certification Training Standard;
3. Documentation, record keeping and adherence to administrative requirements of WorkplaceNL; and
4. Maintaining program integrity and delivery.

In order for training providers to maintain approval, they must ensure that each traffic control person trainer is delivering a minimum of two traffic control person certification training programs each 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 Traffic Control Person Certification Trainers

Trainer must be approved by WorkplaceNL to deliver Traffic Control Person 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 traffic control 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) Two years related traffic control 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 courses instructed each year.
- e) Current certification from a WorkplaceNL 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 applicable standards.

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Each trainer must deliver a minimum of two traffic control person 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 Traffic Control Person Certification Training Standard;
- 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 certification training that meets the Traffic Control Person Certification Training Standard

Training providers who offer traffic control person certification training programs must ensure that trainers deliver training programs according to WorkplaceNL's Traffic Control Person Certification Training Standard.

All traffic control person training curriculums must be submitted to and approved by WorkplaceNL. Any changes made to a traffic control person certification training program must be submitted to and approved by WorkplaceNL.

2.1. Learning Outcomes

Traffic Control Person Level 1 - Traffic Control Person

Persons performing the duties of a traffic control person must complete the Level 1 training course. By the end of training, participants must demonstrate their understanding of their responsibilities to:

- a) Ensure traffic is moving safely through temporary situations that limit or change the flow of regular traffic;
- b) Stop or slow traffic as needed based on the situation and working conditions;
- c) Ensure that the motoring public has priority over work related traffic, while ensuring that work is being completed safely and efficiently;
- d) Assist with set up and placement of signs; and
- e) Warn workers of potential dangers.

The primary objective of traffic control person training is to provide a traffic control person with the skills and competency to protect themselves, their co-workers and the general public while performing traffic control duties. By the end of the traffic control person 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, including breaks, with a maximum class size of 15.

Traffic Control Person Level 2 – Traffic Control Planner

Persons responsible to implement and monitor traffic control plans may complete a Traffic Control Person Level 2 training course. This course is voluntary. By the end of training participants must demonstrate their understanding of their responsibilities to:

- f) Analyze and assess hazards associated with traffic control operations;
- g) Reference the OHS Regulations and the appropriate traffic control manual to develop a traffic control plan;
- h) Determine signs and devices according to the traffic control plan and in compliance with local and provincial rules and Regulations;
- i) Coordinate site setup and tear down procedures;
- j) Supervise and ensure continuous monitoring of the worksite and revision of the traffic control plan when necessary; and
- k) Consult with stakeholders, municipalities, government or other regulatory bodies.

The primary objective of Traffic Control Person Level 2 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 Traffic Control Person Level 2 training, participants will be able to identify and discuss:

- 1. Legislation and traffic control person responsibilities;
- 2. Appropriate diagram selection;
- 3. Hazard assessments;
- 4. Site preparation activities; and
- 5. Development of a traffic control plan.

A valid Traffic Control Person Level 1 certificate is a prerequisite for the initial Traffic Control Person Level 2 certification.

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

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

Traffic Control Person 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 Traffic Control Person 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 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 or feedback.

A variety of teaching aids are required including visual aids and traffic control equipment. A detailed list of equipment and requirements can be found in the facilitator's guides for both Traffic Control Person Level 1 and Traffic Control Person Level 2 training. Traffic control equipment and devices must be in good working order and comply with current OHS Regulations.

2.5. Evaluation Methods

Participants must complete an examination to confirm their knowledge and understanding of traffic control. 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.

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

Traffic control certification training providers must maintain records of trainers and trainees 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 Traffic Control Person 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 Traffic Control Person Certification Training Standard;
- e) Providing WorkplaceNL with participant evaluation forms upon request for data analysis and quality assurance purposes;
- f) Submitting any information regarding the Traffic Control Person Certification Training program to WorkplaceNL as a means of measuring the effectiveness of WorkplaceNL in meeting its objectives; and

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 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 the integrity of the Traffic Control Person Certification Training program, all training providers and trainers must strictly adhere to the content of the Traffic Control Person 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 Traffic Control Person 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.