



Certification Standards

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Certification Standards

A. Introduction: Purpose and Objectives

This document covers the ongoing standards-based approach to certification of Joint Health and Safety Committee (JHSC) designated members under the Occupational Health and Safety Act (the Act).

This standard allows flexibility in achieving certification learning objectives, so that a variety of programs and delivery methods will be available to meet the needs of different audiences. The learning outcomes embodied in the standard will ensure that certified members acquire the knowledge, skills, and attitudes necessary to fulfill their roles in supporting effective internal responsibility systems.

The internal responsibility system, which remains the foundation of Ontario's approach to workplace health and safety, is built on the principle of self-reliance of the workplace parties. This means that employers and workers must be responsible for eliminating hazards within their workplaces, and for achieving optimum health and safety performance.

B. The Certification Process

The Act requires that one worker and one management member of each JHSC be certified by the Workplace Safety and Insurance Board. This requirement recognizes that these designated JHSC members require special training to effectively carry out their functions and support the internal responsibility system in preventing workplace injuries, illness and fatalities.

Certification training is based on a two-part training process.

1. Completion of Part One - Basic Certification Training. This training applies to all workplaces where certified members are required, and consists of four main components:
 - Health and Safety Law
 - Hazard Identification and Control
 - Investigation Techniques
 - Prevention Resources
2. Completion of Part Two – Workplace-Specific Hazard Training. Each workplace will determine its own needs based on the results of a workplace hazard assessment to be conducted by the employer. Employers are encouraged to conduct this assessment with input from the JHSC, particularly those who have taken Part One – Basic Certification.

C. Certification Program Standards

The purpose of this standard is to provide minimum criteria for the development and delivery of certification training that will ensure that workplaces in Ontario remain both healthy and safe.

The outcome of certification training is that certified members will have the knowledge and skills needed to fulfill the legislated duties of a certified member, and to support their internal responsibility system in preventing occupational injuries and illness, assessing and eliminating hazards, and enhancing health and safety.

Content of Standards

These standards identify:

1. criteria for program delivery
2. criteria for approval of training providers
3. learning objectives for Part One - Basic Certification Training
4. learning objectives for Part Two - Workplace-Specific Hazard Training
5. provision for Sector-Specific Programs
6. provision for achieving certification through competency testing
7. provision for equivalency for Part Two – Workplace Specific Hazard Training

1. CRITERIA FOR PROGRAM DELIVERY

Adult Learning Principles

Content and activities must demonstrate these principles.

- Participants need to know why they need to learn specific health and safety content, its relevance to health and safety in their workplace, and why health and safety is important to the workplace and society.
- Participants need to learn health and safety related to their own experience in situations that simulate actual application in the workplace.
- Participants approach the learning of health and safety as problem-solving.
- Participants learn best when the topic is of immediate value to them in their workplace.
- Participants learn best when they are challenged using a variety of activities that allow opportunity for feedback and interaction.
- Learning activities must recognize limits of attention span and comprehension levels.

Comprehension Level

For programs designed for a general target audience, the program comprehension level should be in the range of grade 5 to grade 8, with the exception of necessary technical terms. Programs should use plain language as much as possible.

Programs designed for specific target audiences must demonstrate that the language level is appropriate for the participants.

Accuracy of Content

The information presented must be accurate and current. All legal and scientific information must be referenced and verified.

Materials

The following materials must be provided to each participant in Part One – Basic Certification training:

- The Act
- Appropriate Sector Regulations
- Ministry of Labour Guide to the Occupational Health & Safety Act
- Ministry of Labour Guide to Joint Health and Safety Committees
- WHMIS Regulation and
- Ministry of Labour Guide to WHMIS
- Participant manual

Materials used in the delivery must be clear, of good reproductive quality and free of bias.

Teaching Aids

A variety of teaching aids must be used. Use of visual aids and demonstration aids such as equipment, safety devices, and measuring/monitoring equipment is encouraged.

Delivery Methods

Programs must involve a variety of learning activities and aids such as case studies, role plays, simulations, brainstorming, and group discussions.

The activities and aids must be appropriate for participants and suitable for meeting the learning objectives.

Where classroom training is used, class size must be conducive to effective participation and interaction among all participants.

Instructor/facilitator expertise must be available to answer all participant queries.

PARTICIPANT EVALUATION

There are two types of participant evaluation: ongoing participant evaluation of learning and final participant evaluation.

ONGOING EVALUATION

Feedback evaluation from participants must be gathered throughout the program to ensure participant achievement of the individual learning objectives.

FINAL EVALUATION

A standardized evaluation developed by the WSIB will be completed by participants at the end of the Part One – Basic Certification Programs. All programs will provide time for the final evaluation (at least one hour). Participants must attain a minimum score on the evaluation to complete Part One – Basic Certification Training.

Participant evaluation for Part Two – Workplace Specific–Hazard Training is solely the responsibility of the individual training provider.

Program Evaluation

Program design must include provisions for evaluation of program effectiveness and success. These provisions should include descriptions of evaluation issues to be addressed, and how program performance may be measured. Methods for collecting and analyzing data should be detailed and how the results will be used to improve the program. For example, performance measures may include evaluation of knowledge retention after a given period, surveys or observations of how certified members apply their training in the workplace, or health and safety performance outcome.

2. CRITERIA FOR APPROVAL OF TRAINING PROVIDERS

Training providers must be approved by the WSIB to deliver Part One – Basic Certification training. The WSIB may approve individuals or organizations as Certification training providers if they satisfy criteria with respect to:

- Delivery of programs that meet the certification training standards
- Provisions for ongoing and final participant evaluation
- Provision of an environment conducive to learning
- Provision of reliable and adequate technical resources appropriate to the program
- Documentation, record keeping and adherence to administrative requirements of the WSIB
- Encouraging joint worker-management training i.e. certification programs must be open to both worker and

management and both workers and managers from the same committee should be trained by the same provider

- Assurance of instructor qualifications and performance, and provisions for Instructor upgrading and updating
- Instructor qualifications, including background in adult education and/or training and knowledge of occupational health and safety
- Provisions for program evaluation and routine quality monitoring and control

The WSIB may monitor providers and revoke approval if it has reason to believe that criteria or standards are not being met.

3. LEARNING OBJECTIVES FOR PART ONE - BASIC CERTIFICATION TRAINING

Part One – Basic Certification Training programs must be designed to ensure that participants achieve the following learning objectives.

Health and Safety Law

1.0 Background

- 1.1 Explain why workplace health and safety is important for workers, employers and society as a whole, and how it is related to good business performance. Describe the contribution of certification training to the goal of making Ontario workplaces as safe and healthy as possible.
- 1.2 Describe what is meant by the Internal Responsibility System (IRS). Outline the roles and responsibilities of the different workplace parties in achieving effective health and safety programs, practices, and performance.

2.0 Legislation and Regulations

- 2.1 Describe how to read laws, regulations and standards and practice finding information in the Occupational

Health and Safety Act (the Act) and regulations.

- 2.2 Outline how the regulations, standards, codes, guidelines, policies and collective agreements supplement and extend the Act.
- 2.3 Describe how workplace parties can stay current with changes to legislation and regulations.
- 2.4 Describe methods (e.g., orders, notices of compliance, stop work orders, etc.) of enforcing the Act, the appeal process and who might be involved.
- 2.5 Describe the following features of the Act and find appropriate sections. Outline how these requirements are expressions of the IRS and how they relate to effective health and safety outcomes:
 - 2.5.1 The rights and responsibilities of employers, constructors, workers, and supervisors.
 - 2.5.2 The responsible exercise and management of the “right to know”, “right to participate”, and “right to refuse”.
 - 2.5.3 An overview of the training requirements of the Act and regulations.

3.0 Policies and Programs

- 3.1 Describe the employer’s obligation to develop a health and safety policy and program, and their importance in achieving effective health and safety performance.

4.0 The Joint Health and Safety Committee (JHSC)

- 4.1 Describe the purpose of the Joint Health and Safety Committee.
- 4.2 Describe the legal requirements for establishing and maintaining a JHSC

- and find references in the Act.
- 4.3 Describe the rights, duties and functions of the JHSC and find references in the Act.

5.0 Certified Members

- 5.1 Describe the rights, duties and responsibilities of certified members, and find references in the Act.
- 5.2 Describe the responsible exercise and management of the right to stop work.
- 5.3 Describe the circumstances in which a certified member interacts with inspectors and labour relations officers.

Hazard Identification and Control

6.0 Concepts and Requirements

- 6.1 Explain what is meant by “identify, assess and control hazards”.
- 6.2 Describe the legislated roles and responsibilities of the workplace parties in identifying, assessing and controlling hazards.

Safety Hazards

- 6.3 Explain what safety hazards are and define the term “occupational injury”.
- 6.4 Describe and give examples of the four types of safety hazards (machine, energy, material handling and work practices).

- 6.5 Identify and give examples of five factors that can contribute to a safety hazard (human, materials, equipment, environment, and process).

Health Hazards

- 6.6 Explain what occupational health hazards are and define “occupational illness”.
- 6.7 Describe and give examples of four types of health hazards (biological, chemical, physical, and ergonomic). Explain the body systems they could affect, and how their effects may be acute, chronic, local, systemic, latent, or interactive.
- 6.8 Explain how a substance may exist as a gas, liquid or solid, how these states may be altered, and how they relate to the routes of entry to the body (inhalation, absorption, ingestion, and injection).
- 6.9 Identify and give examples of five factors that can contribute to a health hazard (human, materials, equipment, environment, and process).

7.0 Health and Safety Hazard Identification

- 7.1 Explain how hazard identification is the initial recognition of the potential or existence of a hazard.
- 7.2 Identify the legal requirements for workplace inspections under the Act and state the purpose of the inspection. In addition:
- 7.2.1 List the information and tools needed to prepare for a workplace inspection.
- 7.2.2 Demonstrate how to conduct a workplace inspection and how to identify hazards during the inspection.

7.2.3 Describe how to prepare an inspection report for the JHSC and describe follow-up procedures.

7.3 Describe additional methods for identifying hazards such as:

- documenting worker concerns
- observation
- review of documents such as workplace records, and WSIB or MOL reports

8.0 Health and Safety Hazard Assessment

8.1 Explain how hazard assessment helps to determine how serious a hazard is.

8.2 Describe how to assess health and safety hazards using methods such as:

- Inspections
- Investigations
- Job Hazard Analysis
- Observations
- Interviews
- Measurement against a workplace or recognized standard
- Determination of compliance with regulations or legislation
- Comparison to other accepted standards and practices

8.3 State the purpose of exposure monitoring. In addition:

8.3.1 Identify factors JHSC members should consider when present at the beginning of monitoring and when reviewing testing strategies and results.

8.3.2 Identify regulations and standards for limits of exposure (e.g.: Regulation 833/90, Designated Substances regulations, ACGIH guidelines). Define the terms: exposure values, TLV (ACGIH), TWAEV, STEV, CEV.

9.0 Health and Safety Hazard Control

9.1 Explain that hazard control is reducing or eliminating hazards.

9.2 Describe how health and safety hazards may be controlled at the source, along the path, and at the worker.

9.3 Explain the qualities of an effective control.

9.4 Describe five types of controls (engineering, hygiene and facilities, work practices, administrative, and personal protective equipment) and give examples of how they may be applied to health and safety hazards.

Investigation Techniques

10.0 Investigation

10.1 State the legal requirements for reporting and investigating fatalities and critical injuries, work refusals and complaints of dangerous circumstances.

10.2 Describe the need for thorough investigations and an effective reporting system.

10.3 Describe the roles and responsibilities of the Ministry of Labour, police and workplace parties in an investigation.

10.4 Describe responsibilities of the workplace parties at the scene of an injury.

10.5 Using a case study, illustrate an effective investigation using:

- (a) Information gathering tools (eg: effective note taking);
- (b) Interviewing skills;
- (c) Data analysis;
- (d) Report writing; and
- (e) Follow-up recommendations and compliance schedules.

Prevention Resources

11.0 Resources

- 11.1 Describe the rights to information under the Act.
- 11.2 List health and safety resources and information available to the certified member and discuss when experts should be consulted.
- 11.3 Describe how to assess health and safety information.
- 11.4 Identify sources of information on the occurrence of injury and disease (e.g. workplace records, Workplace Safety and Insurance Board reports). Describe how this information can be used to identify problems and evaluate programs.

12.0 Communications

- 12.1 Describe how JHSCs can develop and maintain effective communication, participation, teamwork, and problem-solving processes, and the merits of worker-manager co-operation in health and safety.
- 12.2 Practice group process and problem-solving skills by applying effective listening, participation, and co-operation techniques to a hazard identification and control problem using a JHSC role play, case study or exercise.

4. LEARNING OBJECTIVES FOR WORKPLACE-SPECIFIC HAZARD TRAINING

The topics to be covered in Workplace-Specific Hazard Training are determined by the completion of a hazard assessment in the workplace. The results of the assessment and therefore the training needs will be different from workplace to workplace. For each hazard identified, training must be provided to ensure participants achieve the following learning objectives.

Health and Safety Hazards

- 1.1 Describe the hazard and how it may cause injury or illness.
- 1.2 Identify the relevant legislation, standards and guidelines for the hazard.
- 1.3 Describe how to identify and assess the hazard.
- 1.4 Describe ways of controlling the hazard.
- 1.5 Prepare an action plan to identify, assess and control the hazard based on an actual workplace situation.

5. SECTOR-SPECIFIC PROGRAMS

Some sectors may develop a sector-specific program which covers hazards common to workplaces in their sector, as an alternative to each employer developing their own programs. Such sector-specific programs may be approved by the WSIB as satisfying the requirements for Part Two – Workplace-Specific Hazard Training for that sector.

Sector-specific programs must be endorsed by a trade association or other representative group for the sector.

6. COMPETENCY TESTING

Candidates for certification with an extensive background in health and safety will be given the opportunity to complete Part One – Basic Certification through a process of competency testing.

To be eligible for competency testing for Part One – Basic Certification, candidates must be designated to become a certified member by either workers or the employer, in accordance with Section 9 of the Act.

Eligible candidates can achieve Part One – Basic Certification if they successfully complete a competency test set and administered by the WSIB. The competency test will be designed to demonstrate achievement of the learning objectives outlined in the Certification Standards.

7. EQUIVALENCY FOR WORKPLACE-SPECIFIC HAZARD TRAINING

Equivalency for Part Two – Workplace-Specific Hazard Training may be obtained on a hazard-by-hazard basis by documenting successful completion of courses that meet the required learning objectives.

If you have any questions about the standard, please call 1-800-663-6639 and ask to speak to a Senior Program Specialist.

