



Review of Joint Health & Safety Committee Certification

ESAO Conference – 27 May 2009

A brief history of Certification

1990	Bill 208 amended the Occupational Health and Safety Act to: <ul style="list-style-type: none">• Empower the Workplace Health and Safety Agency (WHSA) to develop requirements for the certification of joint health and safety committees
April 1993	WHSA launches Core Certification Program
Dec 1995	Review Panel Report on the Workplace Health and Safety System
Mar 1996	Consultation Paper on Proposed Standards for the Certification Training Program
May 1996	Certification Training Program Standards replace Core Certification Program <ul style="list-style-type: none">• Includes Part 1 Basic Training; Part 2 Workplace Specific to be developed
Jan 1, 1998	The responsibility for the certification requirements was transferred to the Workplace Safety and Insurance Board (WSIB)
Jan 2001	Part 2 Workplace-Specific Hazard Training implemented

Catalyst for Review

Time for Review:

- Over 12 years since present program implemented

Standing Committee on Government Agencies (Feb 07)

- WSIB to make JHSCs a priority and work with MOL/HSAs to improve compliance

Training Provider Feedback (2008)

- Issues include: Confusion regarding the Part 1 and Part 2 model; quality assurance for trainers and training providers; standards for learner assessment and training delivery methods

Concurrently building e-services platform for Certification

- Certification process is being updated to e-services type model to improve administrative process resulting in enhanced organizational effectiveness
- Committee to provide feedback on the proposed e-services changes

Legislative Authority

- *Occupational Health and Safety Act* Section 9(12) requires Joint Health and Safety Committees to have certified members – at least one worker and one management person. The Ministry of Labour enforces compliance.
- The *Workplace Safety & Insurance Act* Section 4. (1)4, 5:
 - sets the standards for certification
 - approves training programs for certification
 - certifies people who meet the standards

Certification Standards

- The Certification Training Program Standards were developed using recommendations from the 1995 *Report of the Workplace Health and Safety Review Panel to the Minister of Labour* and consultation with interested stakeholders.
- The Standards outline:
 - the certification process;
 - criteria for program delivery;
 - criteria for approval of training providers; and
 - learning objectives for Part One – Basic and Part Two – Workplace Specific Hazard training.

Steps to Certification

Part One – Basic Certification:

- Designated committee members attend certification training through WSIB approved training providers.
- Participants complete the WSIB Certification test in class.
- Test submitted by provider and it is scored by the WSIB
- Successful participants and their employers are advised, by letter, of successful completion and of the Part 2 requirements.

Steps to Certification

Part Two – Workplace-Specific Hazard Training:

- Employer conducts a hazard assessment and trains the committee member on the significant hazards.
- Training can be done through sector program or individual hazard topics (self-directed)
- Employer submits to the WSIB a signed form that lists the hazard topics covered in the training.
- WSIB sends out certification card and letter to the certified member and a letter goes to employer.

Training Providers

- There are 58 providers approved to deliver Part One – Basic Certification programs;
 - 12 health & safety associations
 - 43 consultants
 - 3 employers with in-house approved programs
- There are 21 sector specific programs (Part 2) that are delivered only by the health and safety associations or Workers Health and Safety Centre (WHSC).

Methods of Delivery

Provider Type	Classroom		E-learning	Video	At Workplace
	<u>P1</u>	<u>P2</u>	<u>P1</u>	<u>P1</u>	<u>P2</u>
Safety Association	A	A	A	A	
Private Trainers	A		A		
Employer in-house	A				S

A = approved by the WSIB

S= Self-directed. No WSIB approval required.

Certification Training 2008

Training processed in 2008 (may include 2007 training processed in 2008):

- Part 1 - 23,604 Part 2 - 14,563
- Part 1 SWA totals: 17,259 (73% of total)
 - CSAO 1582 (6.7%)
 - IAPA 4564 (19.3%)
 - OSSA 6037 (25.6%)
 - WHSC 2041 (8.6%)
 - ESAO 728 (3.1%)

Training since inception 1993:

- Part 1 - 256,600 Part 2 - 112,955
- **NOTE:** Part Two training was implemented in 2001. From 1993 to 2001 Part One training met the Certification training requirement under the OH&S Act.

2007 Compliance Survey

- Conducted in follow up to the Standing Committee Recommendations
- Call centre contacted 19,625 workplaces regarding their Certification compliance between May and August, 2007
 - 10 Summer Students made the calls
- Survey challenges included:
 - Multiple workplaces for one account,
 - # of workplaces requiring committees and certification is estimated to be between 50,000 and 75,000
 - # of workers at a workplace are derived (not actual counts)
 - Committee members move over time
 - No IT mechanism to determine compliance through current data

2007 Compliance Survey (cont'd)

- Of the 19,625 workplaces contacted...
 - 17,901 workplace surveys completed – 91% response rate
 - The remaining 9% could not be followed up with prior to the termination date of the survey
- Of the 17,901 Surveys completed...
 - 11,039 (62%) of the workplaces surveyed were not required to meet the Certification requirements. (Federal, <20 workers)
 - 6,862 (38%) of the workplaces surveyed needed to be compliant:
 - **2,814 (41%)** were verified as **compliant** with the Certification training requirement (Part 1 and Part 2)
 - **4,048 (59%)** workplaces were identified as **non-compliant** and were referred to the MOL in the fall of 2007

Certification Review Committee

Mandate:

- To provide advice to the WSIB regarding the review and implementation of improvements to the Certification Program.

Objectives:

- To review the Certification Program with a view to modernizing it and ensuring the highest quality training is being delivered.
- To develop recommendations for improvements and enhancements to the Certification Program and its Standards.
- To reach out to stakeholders for input on program enhancements through the formation of the Certification Review Committee and through a formal WSIB consultation process.
- To review current technologies utilized by the Certification Program and provide guidance for future enhancements that would ensure a positive impact on the delivery and administration of the program, the training participants and their employers.

Committee Membership

Perspective	Organization
Co-Chair - Dave Killham	Workers Health and Safety Centre
Co-Chair - Sandra Miller	Ontario Service Safety Alliance
Training Provider – Worker Health and Safety Centre	Workers Health and Safety Centre
Training Provider – Safe Workplace Associations	Pulp and Paper Safety Association of Ontario
	Education Safety Association of Ontario
	Construction Safety Association of Ontario
Training Provider - Private	Private Provider
Labour	Provincial Building & Construction Trades Council
Labour	United Steelworkers
Labour	Canadian Auto Workers
Employer	Ontario Hospital Association
Employer	Canadian Foundry Association
Employer	City of Toronto
Employer	Ontario General Contractors Association
Ministry of Labour	Occupational Health and Safety Branch
External Learning Resource	Ontario Institute for Studies in Education
Workplace Safety & Insurance Board	Prevention Division

Project Plan

Three phases

- Certification Review Committee (in process)
 - Certification Review Committee meets biweekly to provide recommendations on the deliverables
- Consultation (summer–fall 2009)
 - Results of Certification Review Committee will be used to develop a consultation paper for comments by stakeholders
- Implementation of updated standards (end of 2009)
 - Results of consultation and Certification Review Committee will be incorporated into updated Certification Standard

Deliverables

Training Content:

- What knowledge does a certified member need to fulfill their role as certified member?
- Program content, learning objectives and currency of the Standard will be analyzed - current health and safety legislation, health and safety principles and adult learning principles.

Structure of Part 1 and Part 2:

- How should Certification Training be structured?
- Review present issues regarding the structure of Part 1 and Part 2, discuss benefits and drawbacks of consolidating/changing Part 1 and 2,
- Evaluate the present system for Hazard Assessment by the employer and the provision of sector specific training and/or hazard training.

Delivery Methods and Time:

- Define standards for delivery of training.
- Review delivery methods such as classroom, e-learning, distance education, web including their pros and cons, best application for different learner styles and situation
- Explore instituting a set, optimal length of time for program delivery.

Deliverables (cont'd)

Participant Assessment:

- How do we validate participant acquisition of certification knowledge? Ongoing and final.
- Certification test?
- Validation of hazard assessment results for selection of topics for hazard training.

Continual Improvement:

- How do we ensure continual improvement of the Certification Standards, Training Providers and Certified Members?
- Methods for enhancing/enabling continual improvement for certified members such as courses, conferences and networking will be explored.
- Discuss pros and cons of setting expiry dates for training provider and certified member status
- Setting a timeline for regular review of the Certification Program Standard

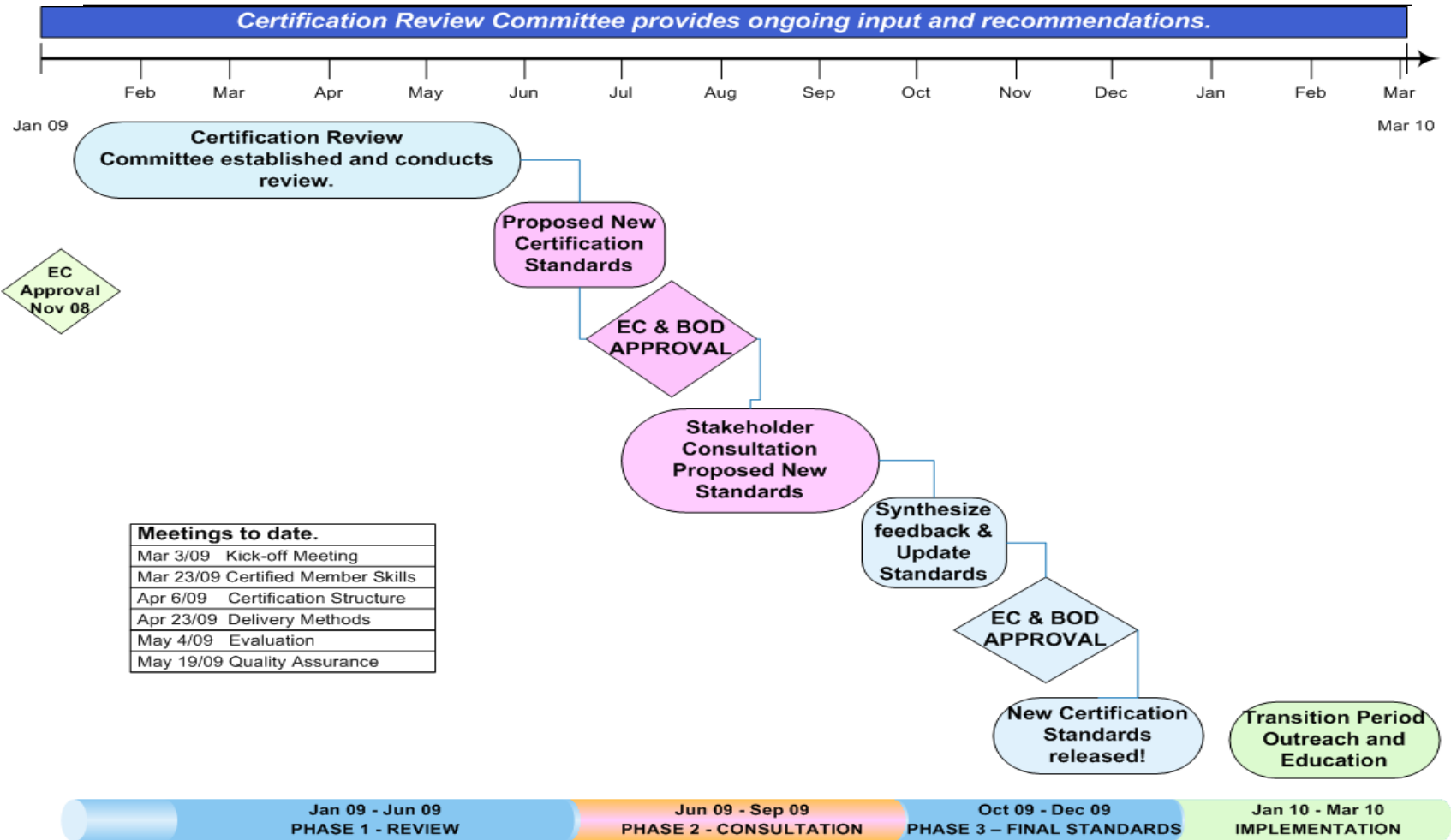
Meetings to Date

March 3/09	Kick-off meeting - introductions, project plan and terms of reference.
March 23/09	Discussed skills/ knowledge necessary for certified members to carry out their duties.
April 6/09	Discussed the issues and concerns regarding the present model for achieving certification status: Part 1 Training, Hazard Assessment, and Part 2 Workplace Specific training.
April 23/09	Discussed the issues and concerns regarding various delivery methods and suggestions for improvements to the Certification Standard.
May 4	Discussed the issues and concerns regarding the WSIB Certification test, methods for ongoing evaluation and validation of hazard training for Part 2 process.
May 19	Quality Assurance for Training Providers, Trainers and Program Delivery

Next Steps

- Further meetings scheduled for:
 - June 1/08 – Continuous Improvement, Summary of Meetings, Approval of Guiding Principles
 - June 8/08 - Summary of Recommendations by the Certification Review Committee
- Completion of Phase 1 and progress to Phase 2 Consultation

Timelines



A Glimpse into the Future

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Certification Profile

Checking your workplace health and safety training requirements

By entering your company details concerning health and safety representatives or committees you may have in your workplace you will be able to see if you are complying with the Occupational Health and Safety Act. If you are not in compliance we will let you know so you can meet your obligations. Please review the information, complete any missing information and correct any errors.

Trade name: **Tasty Treats**
Legal Name: **Thunder Bay Corp.**
Account Number: **4497082**

[Add a workplace](#)

Workplaces

Address	Compliance	Administration
123 Front ST W, Toronto	⚠ Not compliant	Update Delete View details

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Workplace details

Fields marked with ★ are required.

How many regularly employed people work at this location? ★

Address

Street number Street name Street type Street direction Apt/suite

City / town ★ Province / state ★ Postal / zip code ★

Contact employee for this workplace

First name ★ Last name ★

Work e-mail Work telephone Work fax

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Joint health and safety committee (JHSC) details

Fields marked with ★ are required.

! This workplace's information has been updated.

Is there a JHSC at this work location? ★
 Yes No

Is there a certified employee at this work location?
[Add a certified employee](#)

Name	Certification number	JHSC member	Training completed	Administration
TERRY SIRISKA (worker)	COSH00021	Yes	Part 1	Update Delete
JULIE RABISHAW (management)	COSH00428	Yes	Part 1	Update Delete

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View workplace details

Employees at this workplace 20 or more

Address 123 Front STREET WEST, Toronto, ON, L3Y 7L5

Contact employee Peter Ellis

Work e-mail peter_ellis@wsib.on.ca

Work telephone

Work fax

Safety representative(s) at this workplace

Certified employee(s) at this workplace

- TERRY SIRISKA , cert. #COSH00021, worker, member of JHSC
- JULIE RABISHAW , cert. #COSH00428, management, member of JHSC

⚠ This workplace is not compliant. For workplaces with 20 or more regularly employed workers, there must be a joint health and safety committee with at least:

Compliance

- one certified worker representative and
- certified management representative

OK

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