

Joint Work Site Health and Safety Committee/Health and Safety Representative Training Agency Standard

Prescribed criteria for designated training agencies

January 2020

Archived

Labour and Immigration, Government of Alberta

January 2020

Joint Work Site Health and Safety Committee/Health and Safety Representative Training Agency Standard

EDU007

Terms of use – commercial reproduction

Alberta Labour and Immigration holds copyright for the Joint Work Site Health and Safety Committee/Health and Safety Training Agency Standard. Alberta Labour and Immigration permits any person to reproduce this Standard without seeking permission and without charge, provided due diligence is exercised to ensure the accuracy of the materials produced. To obtain permission to reproduce materials on this site for commercial purposes, please contact:

Alberta Labour and Immigration

Attn: Director of Communications

9th Floor, Labour Building

10808-99 Avenue

Edmonton, AB T5K 0G5

Archived

Table of contents

Purpose of this standard.....	5
Training requirements	5
Authority	6
Application process.....	7
General Information.....	8
Designation term.....	8
1. Organization requirements	8
2. Past performance	8
3. Insurance requirements	9
4. Facilitator requirements.....	9
5. Physical/electronic learning environment requirements	9
6. Experience	9
7. Duration of proposed course.....	10
8. Class size	10
9. Course content and design	10
10. Course delivery and participant engagement	10
11. Course materials	11
12. Participant Evaluation	12
13. Course Evaluation.....	12
14. Course Records	13
15. Completion records.....	13
Appendix 1: Supporting Document Checklist	14
Appendix 2: Sample Course Evaluation.....	15
Glossary of Terms Used in this document:	18

Purpose of this standard

This standard outlines the criteria for agencies to be approved to deliver joint work site health and safety committee (HSC)/health and safety (HS) representative training that meets the requirements of the *Occupational Health and Safety (OHS) Act*, Regulation and Code. HSC co-chairs and HS representatives play an essential role in the internal responsibility system (IRS). To be effective in these duties, members need a broad foundation of knowledge.

The internal responsibility system, the foundation of Alberta's workplace health and safety system, is built on the principle that workplace parties each have a responsibility for OHS according to their authority. Employers, workers and other work site parties, should work together to recognize and control hazards in workplaces to achieve optimum health and safety performance.

An HSC is a group of worker and employer representatives working together to identify and solve health and safety concerns at the work site. They also promote awareness and interest in health and safety. An HS representative works with the employer to identify and solve health and safety concerns at the work site.

Training requirements

The *OHS Act* (Section 29) lists requirements for training of HSC members and HS representatives. This section of the Act indicates that it is mandatory for HSC co-chairs and HS representatives to receive applicable training respecting the duties and functions of committees and representatives. Further, the amount of time allowed annually for training is the greater of

- 16 hours, or
- the number of hours the worker normally works during two shifts.

Beyond this training, it is expected that industry, or hazard-specific training be received.

Where a member of an HSC gives reasonable notice, an employer shall permit the committee member to take time away from their regular duties to attend health and safety training programs, seminars or courses of instruction. This training may include the approved mandatory training for HSC co-chairs and HS representatives.

In the case of a Director Order issued pursuant to Ministerial Order 2019-05 and s. 83 of the *OHS Act* prior to the coming into force of this Standard, this Standard shall be construed to be the Agency requirements for Part 2 Health and Safety Committee and Health and Safety Representative training.

Authority

Section 83 of the *OHS Act* enables the Minister to designate organizations to further occupational health and safety. The OHS Code (Section 201) contains additional rules about the delivery of required training for HSC co-chairs and representatives training standards. These sections of the *OHS Act* and Code require that mandated training for HSC co-chairs and HS representatives be delivered by organizations designated by the Minister.

Approval may be granted to those agencies that meet the training standard criteria, after a successful assessment and review of an application. The approval of a training provider may be revoked at the discretion of the Director of Partnerships in Injury Reduction. (e.g. an approved agency fails to comply with the standard).

Archived

Application process

Each application must demonstrate how the training provider and training program meets the criteria set out in this Standard.

Agencies applying to become approved to deliver HSC and HS representative training to meet requirements of the Alberta *Occupational Health and Safety Act*, Regulation and Code, must complete the [application form](#) and submit the required supporting documentation to:

OHS Education and Prevention Strategies Branch
Alberta Labour and Immigration
7th floor, 10808-99 Avenue
Edmonton, Alberta
T5K 0G5

or send by email to: lbr.jwshsc@gov.ab.ca

The information submitted in the application will be used in accordance with the *Freedom of Information and Protection of Privacy Act* and will not be disclosed unless required by law.

An applicant who has been found guilty of an offense under the criminal code of Canada, has a history of non-compliance with OHS, employment standards, labour relations, or workers compensation legislation, may have their application rejected or revoked.

General Information

For designation as an approved HSC/HS representative training course provider, the agency requirements must be met and are listed below.

The agency must develop and submit a specific course that meets the requirements of this standard as well as the [curriculum standard](#). Once curriculum approval is granted, any changes to that curriculum within the 2 year approval period must be submitted to Partnerships for review.

A resource [manual](#) is available and can be used by approved training agencies and facilitators, in developing and delivering approved joint work site health and safety committee (HSC) and health and safety (HS) representative training courses.

Courses may be delivered through facilitated training, distance facilitated training or non-facilitated eLearning. An approved training provider cannot allow a third party to deliver or advertise the approved training.

Complete the [application form](#) and provide the requested information as directed in this document. .

Designation term

The term of the designation for agencies shall be for two years.

1. Organization requirements

1.1 To be eligible to provide approved training, the agency must be:

- a. a Certifying Partner that works in partnership with the Alberta government to provide training, review audits, certify auditors, and co-sign Certificates of Recognition; and/or an organization of employers or workers in current receipt of a grant pursuant to section 136(1) of the *Worker's Compensation Act*;
- b. a trade union as defined by the *Labour Relations Code* or the *Public Service Employee Relations Act* that holds bargaining rights for employees in Alberta and currently provides health and safety training; an organization that bargains collectively for employees in Alberta and currently provides health and safety training; or, an association of such organizations or unions where the association currently provides health and safety training;
- c. a private post-secondary institution or a public post-secondary institution as those terms are defined in the *Post-secondary Learning Act*, or an institution that provides vocational training under the *Private Vocational Training Act* or
- d. a public agency as that term is defined in the *Alberta Public Agencies Governance Act*

2. Past performance

2.1 Past experience will be considered when assessing the agency's application.

2.2 Agencies whose application has been rejected or whose designation has been revoked, must demonstrate that the reason for the rejection or revocation has been rectified.

3. Insurance requirements

3.1 The applicant shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of General Liability Insurance, in accordance with the *Alberta Insurance Act*, in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof.

4. Facilitator requirements

4.1 Agencies must ensure course facilitators possess knowledge, training and experience to be competent and qualified in the application of OHS.

4.2 Agencies must ensure that each of their facilitators deliver at least two HSC/HS representative sessions per year. If two sessions have not been delivered, approved training providers must ensure that steps have been taken to maintain the facilitator's knowledge of the training program and topic. Agencies must ensure their facilitators remain current in their professional OHS and adult education knowledge and skills.

4.3 For programs delivered via facilitated distance learning, agencies must ensure that it will be delivered by facilitators with experience delivering through this mode of training and who are proficient in the use of the software, platform or other information technology that is to be used.

The preference is for facilitated learning through interactive dialogue with participants however it is recognized that not all members of HSC or HS representatives will be able to participate directly and other means of program delivery will be considered, including through a non-facilitated e-learning course. For approval, such a course must be considered to be as effective as facilitated training to deliver the course material. For evaluation purposes, the applicant must provide their e-learning course in a format that will permit Alberta Labour and Immigration to review the course in the role of a student participant.

5. Physical/electronic learning environment requirements

5.1 To support the transfer of learning, agencies must ensure a safe, healthy and accessible learning environment regardless of location.

5.2 If a training facility is not used exclusively for training, the room must be made suitable for this purpose. This section does not apply to applicants seeking approval for non-facilitated e-learning courses.

6. Experience

6.1 The applicant must demonstrate their capacity to deliver a high volume of training, to meet the expected demand.

6.2 Applicants must have experience delivering OHS training for at least three (3) years.

7. Duration of proposed course

7.1 The training course must contain between six (6) and eight (8) net instructional hours. Minimum durations have been set to ensure adequate time is available for program delivery. For non-facilitated e-learning, the course must be designed to provide the equivalent learning experience of a six (6) to (8) hour instructor led course.

8. Class size

8.1 Class size must not exceed twenty-five (25) participants to ensure effective participation and interaction.

This section does not apply to applicants seeking approval for non-facilitated e-learning courses.

9. Course content and design

Course content will be evaluated for the elements described below.

9.1 Compliance with adult learning principles:

- a. ensure participants know why they need to learn specific content, its relevance to them and their workplace;
- b. relate learning to participants' own experience in situations that simulate actual application in the workplace;
- c. challenge participants using a variety of activities that allow opportunity for participation, feedback and interaction;
- d. recognize limits of attention span and various ways that adults learn; and
- e. use realistic activities and tools to support transfer of learning to the workplace.

9.2 Literacy level is appropriate for the participants.

9.3 Content is accurate, current and all legal and technical information is referenced and verified.

9.4 Use of a variety of teaching aids to facilitate learning (e.g. audio-visuals, equipment, safety devices and measuring/monitoring equipment).

9.5 Participant materials to follow best practices for instructional writing and good graphic design.

10. Course delivery and participant engagement

The criteria listed in 10 are expected to exist during the delivery of the course. Facilitated courses delivered by approved agencies will be observed at least once during the term of designation. In the case of non-facilitated e-learning courses, these learning principals will be considered in the evaluation of the effectiveness of the course.

Course facilitators are required to:

10.1 Create positive learning environments:

- a. communicate expected learning outcomes to participants of the approved training program;
- b. model/create positive attitudes towards learning;
- c. create a safe and positive learning environment;
- d. ask participants for feedback;
- e. employ a variety of instructional techniques;
- f. model respectful and professional behaviour; and
- g. resolve and addresses any participant's inappropriate behaviours promptly and respectfully.

10.2 Engage participants:

- a. link course content and learning activities with participants' knowledge and experience;
- b. link program content with participants' workplace;
- c. ask open-ended questions;
- d. employ a variety of clarification and feedback strategies; and
- e. encourage discussion and/or critical thinking.

11. Course materials

11.1 Training providers must ensure the following information is provided to the participants in advance of taking the course:

- a. the purpose, format and content of the approved training program, including the type and methods of evaluation and requirements to successfully complete the program;
- b. the process whereby the participant can comment on the training they receive;
- c. all costs involved for successful completion of the approved course; and
- d. a list of materials to be supplied by the participant, if necessary.

11.2 Materials must be provided to in-person participants in hard copy (except non-facilitated e-learning courses) and to facilitated distance learning participants, if requested.

Participant materials must:

- a. clearly describe learning objectives, agenda, training content and evaluation/testing;
- b. clearly indicate the date and version of the materials; and

- c. include at least:
 - i. an agenda for each session;
 - ii. participant manual;
 - iii. background and reference information;
 - iv. terms and definitions;
 - v. worksheets for learning activities, exercises, role plays, and case studies;
 - vi. aids, tools or templates; and
 - vii. references to legislation, standards and codes applicable to the training topic.

11.3 Training providers must ensure all program materials used for the approved training program are:

- a. legible and of good reproducible quality;
- b. available in sufficient quantity (including all learning materials, equipment and learning aids);
- c. free of bias, including but not limited to gender or employer/worker balance;
- d. free of preference, including but not limited to products and equipment;
- e. compliant with copyright rules; and
- f. appropriate for targeted learner language and literacy level.

The items in 11.3 will be evaluated upon review of course content and supporting documentation.

12. Participant Evaluation

12.1 Approved training providers and facilitators are responsible for evaluation of participants and determination of successful training program completion. Approved training providers must provide opportunities such as coaching or support to assist any unsuccessful participant to meet the training program outcomes.

The evaluation methods used must be appropriate to the learning outcomes and participants. Final tests, exams or quizzes may be used at the discretion of the approved training agency.

13. Course Evaluation

13.1 To support continuous improvement of course outcomes and participant engagement, the participants must be provided with an opportunity to anonymously evaluate the course content and delivery. **Appendix 2** contains minimum content for a course evaluation.

13.2 Alberta Labour and Immigration may wish to evaluate the effect the HSC/HS representative training on the participants, their workplace, or industry. The training agency shall administer a follow-up survey on behalf of Alberta Labour and Immigration, if requested.

A copy of any correspondence received by the approved training agency, related to the quality of training provided, must be made available to an OHS officer.

14. Course Records

14.1 Agencies must maintain and secure records for an approved training course in accordance with any applicable privacy legislation. Records must include:

- a. program delivery and completion dates, attendance list, facilitator(s) and participant evaluation for each session;
- b. confirmation of participants' successful completion of the approved training program's learning outcomes, including final evaluation results (e.g. tests or other evaluation);
- c. quality assurance and continuous improvement activities and results in accordance with the plan submitted during the application process, including feedback, complaints and follow-up action; and
- d. maintenance of qualifications of current and past facilitators to demonstrate instructor competency.

Agencies must maintain the training records listed above for two years after creation and must provide them to Alberta Labour and Immigration upon request.

15. Completion records

15.1 Participants are to be provided with a physical record of their successful completion of the course. A wallet card, certificate, or both shall be provided to the participant in person or mailed within one week of completion.

Appendix 1: Supporting Document Checklist

The following checklist outlines the supporting documentation that the applicant must send to lbr.jwshsc@gov.ab.ca.

- ☐ insurance certificate or documentation of insurance coverage.
- ☐ proposed course schedule indicating how the course will be delivered (e.g. one day, half days, two evenings, four evenings, etc.) as well as start time, end time and the time allotted for breaks.
- ☐ entire course including:
 - agenda
 - participant manual
 - background and reference information
 - terms and definitions
 - worksheets for learning activities, exercises, role plays, and case studies
 - slideshows, aides, tools or templates
 - references to legislation, standards and codes applicable to the training topic
- ☐ sample of advanced correspondence to participants.
- ☐ examples of mandatory exercises.
- ☐ sample exam, if one is to be administered.
- ☐ sample course evaluation.
- ☐ sample course record including:
 - participant list;
 - facilitator(s); and
 - date, time, location.
- ☐ sample completion certificate or other record provided to participant

Appendix 2: Sample Course Evaluation

Evaluation form shall include:

Please indicate when you took the training program _____

Please indicate if you participated in this training as a:

- ☐ Health and Safety Representative
- ☐ Employer Co-chair
- ☐ Worker Co-chair
- ☐ Committee member (not a co-chair)
- ☐ Other _____

Please indicate if you work in a unionized work place.

- ☐ Yes
- ☐ No

Who was your training provider?

Name of Organization/Agency _____

Name of Facilitator _____

Which type of industry sector(s) are you employed in?

- ☐ Agriculture and Forestry
- ☐ Business, Personal and Professional Services
- ☐ Construction and Construction Trade Services
- ☐ Manufacturing and Processing
- ☐ Mining and Petroleum Development
- ☐ Public Administration, Education and Health Services
- ☐ Retail and Wholesale Trade Services
- ☐ Transportation, Communication and Utilities
- ☐ Other (please specify): _____

Please indicate your age range.

- ☐ 12 or under
- ☐ 13 to 14
- ☐ 15
- ☐ 16 to 17
- ☐ 18 to 24
- ☐ 25 to 34
- ☐ 35 to 44
- ☐ 45 to 54
- ☐ 55 to 64
- ☐ 65 or over
- ☐ Prefer not to answer

Please indicate your agreement with the statements below relating to the design of the course.

The information in the training course was easy to understand.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither Agree or Disagree
- ☐ Disagree
- ☐ Strongly Disagree

The course used helpful teaching aids (e.g. audio-visuals, safety devices and measuring equipment).

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither Agree or Disagree
- ☐ Disagree
- ☐ Strongly Disagree

The course included a lot of interaction between the training participants and instructors (e.g. through activities such as case studies, role play, group work, assignments and discussion groups).

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither Agree or Disagree
- ☐ Disagree
- ☐ Strongly Disagree

The course related to my own workplace experience.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither Agree or Disagree
- ☐ Disagree
- ☐ Strongly Disagree

If you could change one thing about the design of the training program what would it be? Why?

Do you have any other comments?

Archived

Glossary of Terms Used in this document:

- “Curriculum Standard” means approved **Joint Work Site Health and Safety Committee/Health and Safety Representative Curriculum Standard**.
- “eLearning” means that the course content is provided indirectly through any appropriate medium.
- “Facilitated training” means training that provides constant, real-time access to the course facilitator, through in-person interaction or remotely via video connection.
- “HSC” or “committee” means a joint work site health and safety committee established pursuant to Section 16 of the OHS Act.
- “HS representative” or “representative” means a health and safety representative designated under Section 17 of the OHS Act.
- “Manual” means **Joint Work Site Health and Safety Committee/Health and Safety Representative Manual**.
- “Agency Standard” means this **Joint Work Site Health and Safety Committee/Health and Safety Representative Training Agency Standard**