

Getting Certified



Getting Certified (or from Part One to Part Two)

The certification training program was introduced in 1993. It's meant to upgrade worker and management members of joint health and safety committees (JHSCs) in the fundamentals of occupational health and safety. JHSCs are required in most Ontario workplaces where 20 or more workers are employed. One worker and one management representative from each JHSC is required to be certified.

Some 70,000 Ontarians have taken Core or Basic certification training. We're now calling this training Certification Part One, or simply Part One.

Part One is generic training – that is, it's applicable to all workplaces. While it's important to have an overall knowledge of health and safety, it's also crucial to have a good grasp of the situation in one's own workplace. That's why Certification Part Two is necessary.

What is Part Two?

It's workplace-specific hazard training – that is, training specific to the needs of individual workplaces. It augments and complements Part One.

Each workplace determines its own training needs based on the results of a workplace hazard assessment to be conducted by the employer. Employers are encouraged to conduct this assessment in consultation with the joint health and safety committee, particularly those who have taken Part One training. As well, the Occupational Health and Safety Act requires the employer to share the results of the assessment with the JHSC [Sec.9(18)(d) & 25(2)(l)].

A workplace hazard assessment identifies hazards that may affect workers' health and safety. It's conducted by examining the workplace and other sources of information. These information sources can include, for example, the Workplace Hazardous Materials Information System (WHMIS) inventory, Material Safety Data Sheets, Workplace Safety and Insurance Board (WSIB) reports,

incident/illness records, JHSC minutes and previous inspection reports, general observations, and input from workers.

The firm's health and safety association or other health and safety professionals can help with its hazard assessment.

Determining training needs

After conducting the hazard assessment, the employer determines which of the identified hazards are significant. The JHSC may wish to review the assessment and make recommendations to the employer regarding training needs for Certified Members. Points to consider when determining significant hazards:

- Has the hazard contributed to a workplace injury or illness? What is its potential for future injury or illness?
- What types or severity of injury / illness could occur from exposure to the hazard?
- Has the hazard contributed to near misses? What is the likelihood of it causing injury or illness now or in the future?
- How many workers are exposed to or likely to come into contact with the hazard?
- Has hazard testing (measurement) been conducted to assist in making these decisions?

Equivalent training

Previous training taken by JHSC members may be equivalent to Part Two training, provided it has met the required learning objectives of Part Two (these can be obtained from the WSIB; see phone number and Web site address below). Consideration should be given to how long ago the training program occurred and how relevant it is to the present workplace.

Sector programs

Sector specific-based training programs address hazards common to the majority of workplaces within a sector. Employers might want to consider

them. Workplaces that choose to go this route don't have to complete a hazard assessment for Part Two. Prior to sending employees to a sector program, employers should ensure their firm falls within the sector for which the program was designed.

There are sector-specific programs in the following sectors:

- Construction
- Long Term Health Care
- Acute Health Care
- Community Health Care
- Logging
- Sawmills/Veneer Plywood
- Electrical & Utilities

Certification cards

Certification cards were issued after the completion of Part One. Most have now expired. All will be invalid as of December 31, 2001. Those who have already taken the first part of certification training do NOT have to take it again; however they must complete Certification Part Two to get a new card.

To get a new card for an employee, the employer must inform the WSIB of the training needs identified by the hazard assessment and provide confirmation that the training has been completed. This can be done by completing and sending Form #3189A (Workplace-Specific Hazard Training Confirmation) to the WSIB.

More information

For information on Certification Part Two and to obtain Form #3189A, call 1-800-663-6639 or visit the WSIB Web site at www.wsib.on.ca and click on Prevention.

