



OH&S Safety Matters

June Issue 2024



Train-the-Trainer Model

Training The Trainer (fundamental skills for teaching adults) is a program designed as an introduction to the skills of classroom communication needed to instruct or teach adults. **The knowledge and skills acquired during training can be used for delivery of any adult workplace learning experience in any organization.**

This course is appropriate for anyone interested in developing skills and knowledge in organizing, conducting, evaluating or administering learning sessions, courses or workshops for adult learners.

Train-the-Trainer is NOT an Instructor Certification Course (ICC) and it is NOT a course that teaches you how to be a Trainer of Instructors.

The **train-the-trainer model** proliferated during World War II, when factories needed to train a largely new workforce quickly while enabling trainees to pass their skills along to other co-workers. The train-the-trainer process has been standardized to the point where, no matter where a participant attends a classroom learning experience, they will receive the same instruction, in the same format, from the same training manual. Of course, the skills and practical exercises taught in the training will be tailored to a specific industry or workplace topic, but the course format and process remain the same.

In addition to classroom communication skills training, the OH&S Registry does offer programs to teach safety experts to become Instructor Trainers (IT) who then teach select employee participants during an Instructor Certification Course (ICC) how to use facilitation skills to teach other employees about the specific content of an OH&S Registry safety program (fall protection, confined space, equipment operator).

Participants of the Train-the-Trainer program will use their new skills in classroom communication to deliver any and all adult workplace learning experiences including those offered by the OH&S Registry. There is great value in understanding the fundamental skills for teaching adults to improve learning results in your classroom.

Contents

What is Train-the-Trainer	1
Student Certification Challenges	2
Encouraging Workers To Work Safe	4
Staying in Touch	4

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Student Certification Challenge

“**Certified**” means verification that on the indicated class completion date a participant demonstrated achievement of the required knowledge and hands-on skill performance objectives to the satisfaction of a certified and registered OH&S Registry Instructor or Instructor Trainer.

Certification does not guarantee future performance nor does it imply licensure or credentialing.

Certification is documented by the legitimate issuance of a correctly completed OHS Certification (certificate) Card.

The term “**Renewal**” means to renew an OH&S student level certificate prior to its expiry date.

Issuing Certification Cards

To qualify for a certificate the student must successfully complete the full course of instruction, must successfully demonstrate all required competencies, and must achieve a grade of at least 70% on written evaluations.

Certification can only be issued by an approved, registered instructor or instructor trainer representing the OH&S Registry that is certified and that holds current teaching status.

The instructor must use the applicable training materials developed by the OH&S Registry. The OH&S Registry retains training documentation for the duration of a certificate (in most cases certification cards are issued for 3 years plus 1 day).



Certification Renewal

Extension of the expiry date on a student certificate is not available. To renew a student certification for the OH&S training programs, a student must meet the same theory examination and the same practical evaluation requirements as for the initial certification.

However, there are instances where a student may renew their OH&S safety training certification without retaking the entire initial certification course. Check with the OH&S Registry for additional information about the possibility for you to offer your students the opportunity to challenge a certificate for renewal purposes (self study, written testing and hands-on skills assessment).

Once an OH&S safety training certification card has been rightfully earned by a student, it remains valid until the stated expiration date.

If a student holds a valid OH&S certification card that has not yet expired and if the student has experience working within the

discipline of the certification, the student may be eligible to challenge the renewal of that certification.

The challenge of a certification provides an opportunity to have a student's experience, skills and knowledge assessed against the OH&S standards for certification.

Acceptance to Challenge

Before a student is accepted to challenge, instructors must ensure the student has met the following criteria:

1. The student holds a current (not expired) OH&S student certification card rightfully earned.
2. The student has hands-on work experience during the certification term in the discipline they are requesting to challenge.

Request to Challenge

Once an OH&S Instructor or Instructor Trainer receives a request form a student to challenge a current and valid

certification card, the instructor will ensure the validity of the student's certification card and will determine if the student has the necessary experience to challenge the certification.

Issuance of a Challenge Certificate

To qualify for a challenge of a safety certificate the student must complete a self-study of the course training materials and, must achieve a grade of at least 70% on written examination, the student must also successfully demonstrate all the required practical skill competencies.

Challenge certification cards can only be issued by an approved, registered instructor or instructor trainer representing the OH&S Registry that is certified and that holds current teaching status. The instructor must use the training materials developed by the OH&S Registry to renew the student certification previously issued by the OH&S Registry.

Unsuccessful Attempt at a Challenge Certificate

The failure of a student to successfully demonstrate all certification competencies

(hands-on skills assessment) or achieve a grade of at least 70% on the written examination, is considered a failure of that portion of the course challenge.

If a student is not successful at their attempt to challenge either the practical skills or the written examination, the student will be required to complete that portion of the challenge process again prior to issuance of a certification card.

If the second attempt is also unsuccessful the student must participate in a full course of instruction prior to the issuance of a certification card.

Once a student has been issued a certification card using the challenge process, in 3 years time when the student renews that certification the options are to continue with a challenge process for renewal or you could have the student participate in a full course of instruction if deemed appropriate.

We appreciate your interest in the student challenge process, and look forward to working with you to fulfill your training goals.



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Instructor Certification

When workers need to learn a safety skill, instructor-led training is the superior option. The benefit to workers participating in Instructor-led training is that it facilitates in-depth discussions of complicated safety issues allowing for direct response from a skilled, practiced and certified instructor.

Workers also benefit from their interactions with their fellow co-workers as questions and comments made about the training are discussed. When a specific safety skill set must be learned, instructor-led training and hands-on practice fulfills worker continuing education needs.

As always, we thank you for your continued dedication to safety training and we look forward to serving you!



Encouraging Workers to Work Safe

A **Safety Incentive Program** is a way of celebrating Occupational Health & Safety that encourages workers to work safe and help their co-workers work safe by reporting injuries, illnesses, near misses, or hazards; while also encouraging their involvement in the company's health and safety program, by offering incentives and recognition.

One of the key components to job satisfaction is to celebrate your employees' participation and achievements. It is important to show employees you are all part of the Safety Team and that you care about their safety and the efforts they take daily to be safe on the job.

Safety incentive programs can be highly effective at changing or reinforcing employee daily safe behaviour. Senior company



management, and supervisors must endorse and support the importance of the company's safety program to have a positive effect on the safety culture throughout the company.

Incorporate a Safety Incentive Program that focuses on leading indicators of workplace safety, as opposed to rewarding employees based on zero accidents. This allows an opportunity for your employees to receive positive reinforcement of day-to-day safe behaviours.

For more Information

Point your smartphone camera at this QR code and take a picture to be redirected to the OH&S Registry Website. www.ohsregistry.com



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OH&S Safety Training Solutions 778.437.6407

Classroom Based / Instructor Led Safety Training

ATV and UTV Operator
Our ATV and UTV Operator course has been developed for those with an occupational requirement to be trained to safely undertake work activities that involve the operation of an All Terrain Vehicle (ATV) and/or a Utility Terrain Vehicle (UTV). The goal of this course is to help you better understand what an ATV and UTV Operator responsibilities are and how to manage those responsibilities to protect your health and safety and the health and safety of your co-workers.

Boom Trucks, Holes and Riggers
This training program encompasses activities that involve the operation of Light Duty Boom Trucks (with a rated load of less than five tons with a boom length of less than 11 feet based on the manufacturer's specifications), holes and the rigging of loads. Only qualified persons trained in the inspection, application, and operation of a crane or hoist, including the recognition and avoidance of hazards associated with their operation, that operates the equipment.

Confined Space Entry - General Industry
Confined spaces are potentially one of the most dangerous of all workplaces, however the goal of this course is to prepare you to safely perform work in a confined space. By the end of this course you will be able to describe a confined space, describe various hazards and know how to handle hazards that are identified, you will understand the confined space permit system and about something going terribly wrong, you will know how to effect a non entry rescue.

Confined Space Entry - Mining Industry
The Mines Act and the accompanying Health, Safety and Reclamation Code for mines in British Columbia (the Code) protect workers health and safety and enforce legislative related to confined space activities. This legislation obligates the mine manager to ensure that certain procedures are developed and each person who is assigned duties or responsibilities related to entry into a confined space is adequately trained. This course will provide you with the information that is used to implement a Confined Space Entry Program.

Confined Space Rescue Basics
The occupational health and safety regulation requires the employer to prepare a written confined space entry program that includes procedures for rescue. This course will provide the information used to establish an industrial confined space rescue response and the training that is needed to prepare individuals to implement rescue operations. It takes a mix of prevention, planning, preparation, training and communication to create and sustain an effective Confined Space Rescue response.

© OH&S Training Library

2024 e-Catalogue is Available

Are you ready to tap into a wider network of training programs. Get access to 100% of the OH&S safety training programs by simply sending an e-mail and asking for a FREE copy of the OH&S training course library!

info@ohsregistry.com

Staying in Touch

We want you to be aware that you always have the opportunity to opt-out from receiving OH&S Registry electronic communications. To opt-out, simply call the OH&S Registry at 778.957.6407 or email markh@ohandscanada.ca and ask to be taken off the OH&S Registry Membership email list.

The OH&S Registry will never sell or rent your email address and should you decide that you no longer want to receive further electronic communications we will accommodate your decision to "unsubscribe".

We trust you will choose to continue to receive the **OH&S Safety Matters** newsletters and other promotional materials so you can stay up to date on new programs, best practice tips, and other OH&S Registry news.

We appreciate your business, and look forward to working with you to achieve your safety training goals. Thank you for being a subscriber!