



Questions & Answers

WORKPLACE-SPECIFIC HAZARD TRAINING (Part Two of Certification)

1. What must be done to get certified?

Certification is a two-part training process: Basic and Workplace-Specific Hazard Training (Part Two). Both are required in order for designated members of joint health and safety committees to become certified members.

2. What is the compliance date for Workplace-Specific Hazard Training (Part Two)?

December 31, 2001. By that date a workplace hazard assessment and training on the significant hazards must be completed.

3. What is Workplace-Specific Hazard Training?

Workplace-Specific Hazard Training, as the name implies, is directed to the individual workplace and its specific hazards. As with Basic, Workplace-Specific is designed for designated members of joint health and safety committees.

4. Who determines what Workplace-Specific Hazard Training is required for a particular workplace?

Each workplace determines its own training needs based on the results of a workplace hazard assessment. This assessment is 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 Basic Certification Training.

5. What is a hazard assessment?

It's an identification of the hazards in a workplace that may affect any worker's health and safety.

6. How is the hazard assessment conducted?

It's conducted by examining the workplace and other sources of information. These sources could include: 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.

7. Where can assistance be obtained to conduct an assessment?

From the Health and Safety Associations or other health and safety professionals. A listing of the associations is available at: www.wsib.on.ca or by calling 1-800-663-6639.

8. How are training needs determined?

Employers determine their own training needs based on the results of the hazard assessment. Training must be done on significant hazards.

9. How are *significant* hazards determined?

- 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 these 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?

10. How much training is required to accomplish Workplace-Specific Hazard Training?

No criteria have been established as to duration of the training. Employers determine their training needs based on identification of significant hazards. Needless to say, training doesn't end with fulfilling the requirements of Part Two. Employers should continue training certified members (and other employees) as part of their ongoing health and safety program.



11. What are the learning objectives for Workplace-Specifics Hazard Training?

Workplace-Specific Hazard Training should provide Certified Members with an overview of the hazards identified as significant. They should be able to:

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

12. What are sector-specific programs?

Sector-specific programs are an option for completing Workplace-Specific Hazard Training. These programs address hazards common to the majority of workplaces within a sector. They must be approved by the WSIB and have the endorsement of a trade association or a bi-partite group. Hazard assessments are not necessary if this option is chosen, but employers should review their responsibilities under Section 25 of the Occupational Health and Safety Act.

13. What sector-specific programs are available?

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

14. Are approved sector-specific programs mandatory for firms in a particular sector?

No. Sector-specific programs are only an option for employers to consider.

15. Can previous training be accepted as equivalent to Workplace-Specific Hazard training?

Yes. Workplaces can identify training previously taken by designated joint health and safety committee members that has met the required learning objectives for Workplace-Specific Hazard Training. However, consideration should be given to how long ago the training program occurred and how relevant it is to the present workplace.

16. How should the WSIB be notified that Workplace-Specific Hazard Training has been completed?

The employer should inform the WSIB of the training needs identified by the hazard assessment and confirm that the training has been completed. This is accomplished by completing form #3189A, Workplace-Specific Hazard Training Confirmation to WSIB. This form must be co-signed by the employer representative and the training participant. This can be obtained by calling 1-800-663-6639 or visit www.wsib.on.ca and click on Prevention.

17. Is Workplace-Specific Hazard Training portable to other workplaces?

If a certified member moves to another workplace, including within the same organization and becomes a designated member on the JHSC, a review of their training should take place. The employer should ensure that a certified member has received the appropriate hazard training for the new workplace.

18. Does Workplace-Specific Hazard Training have to be taken from an approved provider?

No. As long as the training addresses the learning objectives outlined in the Standards, training can be obtained from any source. This includes in-house training.

19. What is the role of the joint health and safety committee in the assessment of training needs for Workplace-Specific Hazard Training?

Employers are encouraged to conduct the hazard assessment in consultation with the Joint Health and Safety Committee (JHSC), particularly those members who completed Basic Certification 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)].

The JHSC should review the assessment and make recommendations to the employer [Section 9 (18)(b)] regarding Workplace-Specific Hazard Training needs for their Certified Members. The employer should consider recommendations from the JHSC when making final determination on training needs.

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.

