

# JOINT HEALTH AND SAFETY COMMITTEE CERTIFICATION TRAINING STANDARDS AND TRAINING REQUIREMENTS FIVE-YEAR REVIEW

## Consultation Paper

### Context & Objectives

This consultation is part of a commitment made by Ontario's Chief Prevention Officer (CPO) to review the Joint Health and Safety Committee (JHSC) Certification Training Program and Provider Standards every five years. The intent of the review is to ensure the CPO-established JHSC Certification Training Standards and Training and Other Requirements remain effective, relevant, and up to date.

Interested parties may include workers, employers, supervisors, learners, training providers, training instructors, occupational health and safety professionals, committees or organizations representing workers and/or employers and other occupational health and safety system partners who interact with the standards.

Feedback from this consultation may be used by the ministry to support changes to the standards to help ensure they:

- Are relevant and effective in helping JHSC members fulfil their duties under the *Occupational Health and Safety Act* (OHSA); and
- Reflect modern and best practices in content and delivery.

The consultation questions that follow may require reference to the Joint Health and Safety Committee [Training Program](#) and [Provider Standards](#) and Training and Other Requirements, including relevant glossaries that are contained in the standards. Background and Definitions can be found in the [Appendix](#) of this consultation paper.

### Instructions

Please respond to the consultation questions below and submit your response by November 7, 2022 online through the Ontario Regulatory Registry or by email to [PreventionFeedback@Ontario.ca](mailto:PreventionFeedback@Ontario.ca) with the subject line: **JHSC Standards Review**.

All feedback provided by respondents will be reviewed and considered by the ministry.

The questions are divided into five sections:

**Section 1: Respondent information (optional).**

**Section 2: Joint Health and Safety Committee training and other requirements.**

**Section 3: Joint Health and Safety Committee training program standard.**

**Section 4: Joint Health and Safety Committee training provider standard.**

**Section 5: Joint Health and Safety Committee training access and impact.**

## **Notice to Consultation Participants**

Submissions and comments provided to the Ministry of Labour, Immigration, Training and Skills Development (the Ministry) are part of a public consultation process to solicit views on the Joint Health and Safety Committee Certification Training Program and Provider Standards. This process may involve the Ministry publishing or posting to the internet your submissions, comments, or summaries of them. In addition, the Ministry may also disclose your submissions, comments, or summaries of them, to other parties during and after the consultation period.

Therefore, you should not include the names of other parties (such as the names of employers or other employees) or any other information by which other parties could be identified in your submission.

If you do not want your identity to be made public, you should not include your name or any other information by which you could be identified in the main body of the submission. If you provide any information which could disclose your identity in the body of the submission, this information may be released with published material or made available to the public. However, your name and contact information provided outside of the body of the submission (such as that which may be found in a cover letter, on the outside of an envelope, or in the header, or signature of an email) will not be disclosed by the Ministry unless required by law. An individual who provides a submission or comments and indicates a professional affiliation with an organization will be considered a representative of that organization and their identity in their professional capacity as the organization's representative may be disclosed.

Personal information collected during this consultation is under the authority of sections 7.1 and 7.2 of the *Occupational Health and Safety Act* and is in compliance with subsection 38(2) of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions regarding the collection of personal information as a result of this consultation, you may contact the Ministry's Freedom of Information Office, 400 University Avenue, 10<sup>th</sup> Floor, Toronto, Ontario, M7A 1T7, or by calling 416-326-7786.

## **Section 1: Respondent information**

Name (Optional):

Role/Occupation (Optional):

Name of organization that you work for or represent:

Industry or sector that you work in or represent:

## **Section 2: Joint Health and Safety Committee Training and other Requirements**

The JHSC Certification Training and Other Requirements document outlines what a joint health and safety committee member must do in order to become a certified member and establishes the conditions to maintain certification and validity period of certification.

1. To become certified, a JHSC member must complete JHSC Certification Part One and Part Two training within 12 months. To maintain their certification, the JHSC member must complete Refresher training within three years of being certified by the CPO. The CPO may grant a one-time exemption from Refresher training.
  - a. What is your opinion about the current structure (Part One and Part Two) and timelines for completing JHSC training?
  - b. What is your opinion about the requirements and timelines to maintain certification, including the one-time exemption from Refresher training?
  - c. If you are a training provider, what feedback, if any, has your organization received from employers and/or learners on this topic? Please explain.

## **Section 3: Joint Health and Safety Committee Training Program Standard**

The program standard outlines the minimum requirements programs must meet to be approved by the CPO, including topics covered in the course, how the course should be designed, delivered, and evaluated as well as materials that must be included for learners.

2. JHSC Certification training can be completed through different delivery modes. Part One is available through blended, face-to-face, distance learning and eLearning, and Part Two and Refresher training are available through face-to-face and distance learning.
  - a. What, if any, feedback do you have about JHSC training being offered through the different delivery modes? Please explain.

- b. In your opinion, could eLearning or a blended delivery mode be used for Part Two and/or Refresher training? Why or why not?
    - c. If you are a training provider, have you found the [eLearning guidelines](#) useful? What, if any, improvements would you recommend?
3. The JHSC Certification Training Program Standard requires minimum hours for training, listed below:
  - Part One face-to-face or distance learning: 19.5 hours
  - Part One eLearning: 13 hours
  - Part Two face-to-face or distance learning only: 13 hours
  - Refresher, face-to-face or distance learning only: 6.5 hours
    - a. Are these minimum training durations appropriate to deliver the required learning outcomes? If not, please explain specifying which part of training and the delivery mode you are referring to in your response.
    - b. If you are a training provider, please also comment on feedback you have received from learners about the duration of the training.
4. Class sizes must be between six (6) and twenty-five (25) learners to ensure effective participation and interaction, based on current best practices relating to adult learning principles.
  - a. Do you think this requirement supports effective participation and interaction? Please explain.
  - b. If you disagree with the class size requirement, what do you think the class size requirement should be? Please explain.
5. The JHSC Training Program Standard requires that learners meet specific [learning outcomes](#) to successfully complete training.
  - a. Do the current learning outcomes for Part One, Part Two and Refresher training cover what a certified JHSC member needs to know in order to be effective on the JHSC and effectively fulfil the duties prescribed in the OHSA? Please explain.
  - b. Are there any topic or specific learning outcomes that could strengthen the training? Please explain the type/part of JHSC training that could be strengthened and how.
6. Part Two training focuses on the concepts of recognition, assessment, control, and evaluation (RACE) of hazards.
  - a. Do you think applying these concepts to a minimum of six hazards during training is appropriate to equip certified JHSC members to effectively fulfil their duties? Please explain.
  - b. In your opinion, how important is hazard-specific training to support certified JHSC members to be able to fulfil their duties on the JHSCs? Please explain.

- c. In your opinion, how transferable is hazard-specific training across other sectors?
  - d. Are there specific hazards that you think should be included in the training regardless of the sectors learners are from? If so, please specify those hazards and explain why you have selected them.
7. Are the learner evaluations for Part One, Part Two and Refresher training as outlined in the JHSC Certification Training Standards appropriate for assessing learner knowledge? How, if at all, can learner evaluation/assessment be improved? Please explain referring to Part One, Part Two or Refresher training or delivery mode as needed.
- a. If you are a training provider, please elaborate on any challenges you have had assessing learning outcomes.

## **Section 4: Joint Health and Safety Committee Training Provider Standard**

The provider standard outlines the minimum requirements for a training provider to be approved by the CPO, including fostering a safe, healthy and accessible learning environment, delivery of the program, instructor qualifications, and adhering to a code of ethics.

8. JHSC training providers and instructors are expected to create positive learning environments, engage learners, and assess the achievement of learning outcomes.
- a. What, if any, changes can be made to the standard to make learners feel more welcomed, supported, and respected?
  - b. Are the expectations for instructors relating to learning environment sufficient? Please explain.
9. The [JHSC training provider standard](#) requires that instructors have technical occupational health and safety knowledge, adult education delivery experience, knowledge of delivery modes and knowledge of the OHS Act and its regulations related to JHSCs. Do you think the [qualification](#) and [maintenance criteria](#) for instructors are sufficient? Please explain.
10. The [JHSC training provider standard](#) requires that evaluators have knowledge of the OHS Act and its regulations as well as hazard recognition, assessment, control and evaluation methodology. Do you think that these requirements for evaluators are sufficient? Please explain.

## Section 5: Joint Health and Safety Committee Training Access and Impact

11. The JHSC Certification Training Program Standard allows for different program delivery modes where feasible, i.e., face-to-face learning, distance learning, eLearning, and blended learning to support access to training.
  - a. Besides the modes of training delivery, what can be done to improve access to JHSC training?
  - b. What do you think can be done to assist small businesses to improve their access to and completion of required JHSC training?
12. Workplace health and safety committees are required in jurisdictions across Canada, including industries and workplaces regulated by the Government of Canada.
  - a. How, if at all, are you or your organization impacted by the different requirements for training JHSC committee members in different jurisdictions?
  - b. If you have had experience with workplace health and safety committee training in other provinces, territories or with the federal government, how similar or different was it from the training in Ontario?
13. On a scale of 1 to 5, with 1 being the lowest and 5 being the highest, to what extent do you think JHSC certification training contributes to better occupational health and safety outcomes in the workplace? Please explain.
14. Please provide us with any additional comments or feedback relating to the JHSC Certification Training Program and Training Provider Standards.

## Appendix

### Background

Under Ontario's [Occupational Health and Safety Act](#), most workplaces with 20 or more workers must have a Joint Health and Safety Committee. For full details regarding JHSC requirements, please see the [Guide for health and safety committees and representatives](#). JHSCs play an important role in the workplace Internal Responsibility system (IRS). They are composed of worker and employer representatives who are committed to improving health and safety conditions in the workplace. Committees identify potential health and safety issues and bring them to the employers' attention and must be kept informed of health and safety developments in the workplace by the employers. As well, a designated worker member of the committee inspects the workplace at least once a month.

Unless otherwise prescribed in regulation, at least two members of the committee (one representing workers and one representing persons who exercise managerial functions) must be certified. Certified committee members play a key role on the committee and

are entitled to exercise certain rights and are required to perform certain duties such as workplace inspections and under specified circumstances, certified employer and worker representatives can, collectively order the employer or constructor to stop work that is dangerous to a worker (see subsection 9(23) and (24) and subsection 45(4) of the OHSA).

Sections 7.1 through 7.4 of the *Occupational Health and Safety Act* (OHSA) give the CPO the authority to establish and amend training program and provider standards for training programs required under the OHSA or regulations and to approve training programs and providers that meet those standards. Section 7.6 also gives the CPO the authority to establish and amend training and other requirements for members of JHSCs to become certified, and to certify the members that meet those requirements.

The CPO has established the following relating to Joint Health and Safety Committees in Ontario:

- [The Joint Health and Safety Committee Training Program Standard](#)
- [The Joint Health and Safety Committee Training Provider Standard](#)
- [Training and Other Requirements](#)

The standards and training and other requirements were last updated in June 2021.

Since 2016, JHSC members who successfully complete both Part One and Part Two of an approved training program within the required timeframe are eligible to be certified by the CPO and act as certified JHSC members. Members are certified for a period of three years and must complete an approved Refresher program within that time to retain their certification.

Committee members who were certified prior to March 1, 2016 retain their certification for life.

As of January 5, 2022, the CPO has approved 61 training providers and 256 (99 Part One, 87 Part Two, 70 Refresher) Joint Health and Safety Committee certification training programs. Over 98,000 learners have successfully completed Part One training and over 83,000 learners have successfully completed Part Two training. Almost 14,000 workers have successfully completed Refresher training.

#### Definition of terms used in this consultation paper:

**Blended learning** describes the practice of using several training delivery methods in one curriculum. It typically refers to the combination of in-person classroom instruction and any type of training that includes self-directed use of online capabilities (American Society of Training and Development [ASTD] definition).

**Distance learning** is an educational situation in which the instructor and learners are separated by location. Education or training courses are delivered to remote locations via synchronous or real-time instruction.

**eLearning (Electronic Learning)** refers to a wide set of applications and processes such as web-based learning and computer-based learning, typically delivered online through a computer or any other digital device.

**Face-to-Face** refers to traditional classroom training, in which an instructor teaches a course to a room of training participants. The term is used synonymously with on-site training and classroom training and instructor-led training (slightly modified from ASTD definition).

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**Comments Due Date**

November 7, 2022

**Email**

PreventionFeedback@Ontario.ca

**Address**

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