

names of participants and contact information, trainer, date of successful completion of the CSE training program and date of recertification.

10. Is there a time frame for issuing certificates?

Certificates must be provided to participants within two weeks of completing CSE training. Upon immediate successful completion, trainers may provide participants with letters of completion, if requested, while working until the official certificates are available.

11. Who is responsible for notifying participants of recertification?

It is the responsibility of the CSE certificate holder to contact CSE training providers regarding recertification requirements. Workers who enter confined spaces are required to complete the CSE training program every 3 years for recertification.

12. How will the Commission ensure that training providers are adhering to the CSE certification training standard?

The Commission will ensure that training providers are adhering to the CSE certification training standard by conducting random quality assurance audits. The audit will evaluate CSE training providers and trainers on the following elements:

1. Planning skills: Distributes training materials in a timely manner, ensures equipment is in good working condition and ready for use, ensures facilities and learning environment are conducive to learning, organizes learning activities, and uses time effectively by being punctual.
2. Interpersonal skills: Effective use of verbal and non-verbal communication, good listening skills, effective use of questions, and encourages interaction between participants and the trainer.
3. Presentation/facilitation skills of trainers: Makes appropriate introductions, follows the agenda, states purpose and objective of CSE training, uses appropriate transition between topics, identifies and makes use of teachable moments, covers all learning objectives and outcomes, effective use of time management skills, interacts with participants during

learning activities, uses appropriate examples and work scenarios, applies knowledge of CSE in training, leads discussions, and directs legislative questions to the appropriate authorities.

4. Materials, teaching aids and CSE equipment: Explains training materials and uses them appropriately, assists participants in the practical application of teaching materials to their workplace, demonstrates knowledge of materials, teaching aids, and CSE equipment; and uses materials, teaching aids and CSE equipment appropriately.
5. Adult learning principles: Encourages participants to share their experiences in facilitating learning, maintains objectivity, identifies learner's capabilities and accommodates their learning needs, uses problem-solving techniques to help participants determine CSE requirements, provides a positive learning atmosphere and facilitates meaningful learning.
6. Documentation: Ensures accurate record keeping and adheres to administrative requirements of the Commission.

13. Does the Commission recognize CSE training from other provinces?

The Commission may recognize CSE training providers and training from other jurisdictions that are deemed to be equivalent. Equivalency will be based on the course content and the CSE certification training standard as determined by the Commission.

14. Who can I contact if I have any questions regarding CSE control and CSE training?

Questions relating to CSE certification training can be directed to the Commission by calling (709) 778-1552 or 1-800-563-9000. Any issues in CSE relating to legislation may be addressed with the Department of Government Services – OH&S Branch (709) 729-2706 or 1-800-563-5471.

Questions and Answers
for Training Providers and Trainers
CONFINED SPACE ENTRY



1. Who does the CSE certification training standard apply to?

The CSE certification training standard applies to persons who are required under legislation to be trained, the training provider who employs a trainer to conduct CSE certification training programs, and a trainer who delivers CSE certification training.

2. Who needs to be trained in my workplace?

Any worker who works in a confined space is required to complete a CSE training program as prescribed by the Commission as outlined in Section 511 (3) of the Newfoundland and Labrador Occupational Health and Safety Regulations, 2009.

3. How do I become an approved CSE training provider?

Potential CSE training providers must apply to the Commission by completing and submitting the Training Provider Registration Form located on the Commission's website. Training providers are required to develop the CSE training curriculum and submit it with the registration form. The Commission may approve and register providers if they satisfy criteria with respect to employing competent CSE trainers, delivering CSE certification training that meets the CSE training standard; documenting, keeping records and adhering to administrative requirements of the Commission; and maintaining program integrity and delivery.

At the time of application, all requested documentation must be made available to the Commission. This includes **all** training materials, including trainer and participant manuals, PowerPoint (PPT) presentations and speaker's notes; handouts, learning activities and worksheets. The review and approval of CSE training programs will not be conducted until all required documentation is received at the Commission. Failure to do so may result in delays in approving CSE training providers.

Training providers are not permitted to offer and deliver CSE certification training programs until they have been approved by the Commission.

4. What are my responsibilities as a CSE training provider regarding trainer qualifications?

All trainers must meet the following pre-requisites:

1. High school graduation or equivalent,
2. Experience delivering training and knowledge of adult education principles,
3. Competent and qualified as defined by the Occupational Health and Safety Regulation in the use of CSE equipment, systems and planning; fall protection, respiratory protection and gas detection,
4. Proficient knowledge of Occupational Health and Safety Regulations and current industry standards specific to CSE systems,
5. Occupational health and safety (OH&S) education and training, and
6. Approved by the Commission to deliver confined space entry certification training.

CSE trainers must deliver CSE training that meets the Commission's CSE certification training standard, a minimum of twice in a calendar year to maintain approval. Training providers must ensure that trainers meet **all** of the above pre-requisites. Failure to do so may result in the withdrawal of CSE training provider approval. It is the training provider's responsibility to provide the Commission with documentation upon request to support trainer's qualifications.

5. How long is the CSE training course?

Training must be a minimum of 16 hours in duration and consist of two components: 8 hours of theory and 8 hours of individualized practical training.

6. How do I become an approved CSE trainer?

CSE trainers must be affiliated with an approved CSE training provider. All trainers must meet the following pre-requisites:

1. High school graduation or equivalent,
2. Experience delivering training and knowledge of adult education principles,
3. Competent and qualified as defined by the Occupational Health and Safety Regulations in the use of CSE equipment, systems and planning; fall protection, respiratory protection and gas detection,
4. Proficient knowledge of Occupational Health and Safety Regulations and current industry standards specific to CSE systems,
5. Occupational health and safety (OH&S) education and training, and

6. Approved by the Commission to deliver CSE certification training.

7. What happens if I conducted training under the previous Occupational Health and Safety Regulations, before the CSE certification training standard was implemented? Will the Commission accept the CSE certificates issued?

The Commission recognizes that CSE training has been delivered to workers in Newfoundland and Labrador. CSE certificates issued by CSE training providers from January 1, 2010 - June 1, 2012 may be accepted pending approval by the Commission of the CSE training providers training. The curriculum review will be based on the 13 learning outcomes identified in the CSE certification training standard. CSE certification training conducted after June 1, 2012 must be designed in conjunction with the 13 learning outcomes established by the Commission. If the CSE training conducted during this period is not approved by the Commission, participants will be required to complete the training with an approved CSE certification training provider.

8. I have extensive experience and knowledge in CSE training. Do I have to apply to the Commission for CSE training provider approval?

It is important that CSE training providers are aware of the new legislative requirements. CSE certification training conducted after June 1, 2012 must be designed in conjunction with the 13 learning outcomes established by the Commission. Under this new certification training standard, all CSE training providers must be approved by the Commission to deliver CSE certification training. This will ensure credible CSE training providers and trainers provide quality and consistent training, thus creating safer workplaces with qualified and competent workers entering confined spaces.

9. Who is responsible for issuing certificates to CSE participants?

Training providers who have been approved by the Commission are responsible for issuing CSE training certificates to participants and maintaining a database of persons who have been certified with the provider. Records to be maintained include