

**Workplace
injury
prevention**

Supervision and Safety training standard



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1. Terms

- Instructor – a person the training provider has listed as one of its certified instructors, as required by the WorkSafe Saskatchewan approved training provider program, who teaches the training courses of the training Program to Saskatchewan workers.
- Standard – the requirements outlined in this WorkSafe Saskatchewan approved training provider program and its associated training courses.
- Training provider – the organization applying for approval under this standard.
- WCB - Saskatchewan Workers' Compensation Board.

2. Scope

The Supervision and Safety training standard outlines the minimum training requirements necessary for a training provider's program to be deemed approved by the Saskatchewan Workers' Compensation Board (WCB). This is a voluntary standard and not required under current Saskatchewan occupational health and safety (OHS) legislation.

The memorandum of understanding between the Saskatchewan WCB and the Ministry of Labour Relations and Workplace Safety mandates these organizations, under the name WorkSafe Saskatchewan, to implement provincial strategies to reduce the Total injury rate, fatalities, serious injuries and time loss injuries in the province. This standard represents WorkSafe Saskatchewan's commitment to creating sustainable change, including awareness, education and training in the province.

The WCB administers this standard under the WorkSafe Saskatchewan partnership.

3. Introduction

This training standard establishes the minimum training requirements that the training providers seeking the WCB's approval must meet to deliver an approved supervision and safety training program.

This standard does not guarantee compliance under *Part III of The Saskatchewan Employment Act* or *The Occupational Health and Safety Regulations, 2020*. Employers will be responsible for ensuring workers complete all job-specific training beyond the requirements of this standard.

4. Purpose

The purpose of this standard is to establish minimum criteria for occupational health and safety training specific to supervisors within the province of Saskatchewan to:

- Ensure learners receive training from approved training providers and that the programs are consistent and of high quality.
- Contribute to reducing incidents, injuries and fatalities.
- Strengthen workplace safety culture by elevating the importance of quality supervisor training.
- The training is designed for authorized individuals who oversee or direct the work of the employer's workers.

5. General requirements

- The Supervision and Safety training course, under this standard, must contain theory components of a minimum of **seven** hours in total duration.
- The theory component of this training may be delivered virtually, in person or through alternative methods, but must represent the necessary time commitment outlined by this standard.
- The training provider establishes and collects all fees for course, recertification and required material.
- The training provider is responsible for ensuring learners have the necessary material to complete the course.
- The learner must successfully complete the final exam administered by an approved provider with a minimum passing grade of 80 per cent to pass the course.
- The training provider is responsible for communicating to learners what personal information will be collected, used and stored in the learning management system (LMS).

6. Course material

To be considered for approval, course material must contain:

- Training schedule and learning topics (syllabus).
- Instructor material used in the course.

- Learner material used in the course, which must adhere to standards.
- Handouts and supplemental material used in the course.
- Example of course evaluation document to be completed by learners after the course.

7. Instructor qualifications

Instructors must be certified through the organization's approved training provider's certification process. Refer to the WorkSafe Saskatchewan approved training provider program for more information.

8. Course delivery expectations

The training provider is responsible for ensuring all certified instructors adhere to these expectations when conducting training under this standard:

- Are knowledgeable about the content of the approved supervision and safety training program developed by the training provider.
- Use only WorkSafe Saskatchewan approved material when delivering training under this standard.
- Understand the content and appropriate Saskatchewan OHS legislation referenced in the course.
- Create a positive learning environment free of discrimination, harassment or violence.
- Protect the privacy of learners and their personal information (name, payment information, email and so on).
- Sign and understand the training provider's code of ethics.
- Follow the in-person learning maximum ratio of learners to instructor of 40:1.
- Follow the virtual instructor-led learning maximum ratio of learners to instructor of 125:1.

9. Theory requirements

The theory component of a course approved under this standard must contain:

Legislation

Learning objective: Understand the importance of the OHS legislation and demonstrate the ability to navigate, apply and cite the most current legislation to address OHS issues.

1. Describe *The Saskatchewan Employment Act* (Act) and the *Occupational Health and Safety Regulations 2020* (Regulations) and differentiate between the two.

- Applicable to provincially regulated workplaces.
- Provide minimum standards for Occupational Health and Safety.
- Current edition.
- Organization.
- Table of contents.
- Section numbers.
- Terminology used.
- *Saskatchewan Employment Act*:
 - Part III (Part IV & Part V).
 - Preliminary Matters for Part.
 - Establishes framework for OHS duties and responsibilities.
- *The Occupational Health and Safety Regulations, 2020*:
 - Preliminary Matters
 - Appendix tables
 - Provides supporting instructions on how to implement the Act.

2. Demonstrate how to navigate, locate and apply OHS legislation.

- Review key legislation for supervisors.
 - Section 3-1(1)(e) of the Act, *Interpretation of Part (Competent)*.
 - Section 3-1(1)(dd) of the Act, *Interpretation of Part (Supervisor)*.
 - Section 3-1(1)(ff) of the Act, *Interpretation of Part (Train)*.
 - Section 3-1(1)(gg) of the Act, *Interpretation of Part (Worker)*.
 - Section 3-8 of the Act, *General duties of employer*.

- Section 3-9 of the Act, *General duties of supervisors*
- Section 3-10 of the Act, *General duties of workers.*
- Section 3-20 of the Act, *Duty to provide occupational health and safety programs.*
- Section 3-38 of the Act, *Compliance undertakings and notices of contravention.*
- Section 3-60 of the Act, *Confidentiality.*
- Section 3-78 of the Act, *Offences.*
- Section 3-79 of the Act, *Penalties.*
- Section 1-4 of the Regulations, *Generality of duties not limited.*
- Section 2-4 of the Regulations, *Medical information.*
- Section 3-10 of the Regulations, *Biological monitoring.*
- Section 3-11 of the Regulations, *Occupational health and safety program.*
- Section 3-21 of the Regulations, *Injuries requiring medical treatment.*
- Section 5-12 of the Regulations, *Transportation of injured workers.*
- Section 20-5 of the Regulations, *Diving supervisor.*
- Section 29-3 of the Regulations, *Supervisors (Oil and Gas).*
- Section 31-3 of the Regulations, *Additional requirements re supervisors in health care facilities.*

3. Demonstrate how to cite legislation.

- When citing legislation, you must include three pieces of information:
 - i. The section number.
 - ii. The book.
 - iii. The section title (in italics).

<p>Legal duties of a supervisor</p>	<p>Learning objectives:</p> <ul style="list-style-type: none"> • Summarize the legal duties of a supervisor. • Explain how to demonstrate due diligence. • Understand a notice of contravention, a compliance undertaking and summary offence ticketing. <ol style="list-style-type: none"> 1. Define the workplace responsibility system, its goal and philosophy. 2. Review worker's three rights. <ul style="list-style-type: none"> • Section 3-16 of the Act, <i>Duty to provide information</i>. • Section 3-22 of the Act, <i>Establishment of committees</i>. • Section 3-24 of the Act, <i>Designation of representatives</i>. • Section 3-31 of the Act, <i>Right to refuse dangerous work</i>. • Section 3-32 of the Act, <i>Investigation by occupational health officer</i>. • Section 3-4 of the Regulations, <i>Duty of employer or contractor to provide information</i>. 3. Review key definitions. <ul style="list-style-type: none"> • Section 3-1(1)(x) of the Act, <i>Interpretation of Part</i> (practicable). • Section 3-1(1)(z) of the Act, <i>Interpretation of Part</i> (reasonably practicable). • Section 1-2(1) of the Regulations, <i>Definitions and interpretations</i>. (competent worker). • Section 1-2(1) of the Regulations, <i>Definitions and interpretations</i> (instruct). • Section 1-2(1) of the Regulations, <i>Definitions and interpretations</i> (qualified). 4. List the legislated duties of employers, supervisors, and workers, prime contractors, suppliers, owners, self-employed persons. <ul style="list-style-type: none"> • Section 3-8 of the Act, <i>General duties of employer</i>.
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	<ul style="list-style-type: none">• Section 3-11 of the Act, <i>General duties of self-employed persons.</i>• Section 3-12 of the Act, <i>General duties of contractors.</i>• Section 3-13 of the Act, <i>General duties of prime contractors at certain multi-employer worksites.</i>• Section 3-14 of the Act, <i>General duties of owners.</i>• Section 3-15 of the Act, <i>General duties of suppliers.</i>• Section 3-1 of the Regulations, <i>General duties of employers.</i>• Section 3-6 of the Regulations, <i>Supervision of work.</i> <p>5. Explain due diligence.</p> <ul style="list-style-type: none">• Section 3-1(1)(z) of the Act, <i>Interpretation of Part (Reasonably practicable).</i>• Section 1-4 of the Regulations, <i>Generality of duties not limited.</i> <p>6. Review the methods used to enforce legislation.</p> <ul style="list-style-type: none">• Compliance undertaking• Notice of contravention• Stop work order• Summary offence ticket• Section 3-38 of the Act, <i>Compliance undertakings and notices of contravention.</i>• Section 3-78 of the Act, <i>Offences.</i>• Section 3-79 of the Act, <i>Penalties.</i>
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<p>Hazard identification, risk assessment and controls</p>	<p>Learning objective: Demonstrate how to identify hazards, assess risks and implement controls.</p> <p>1. Explain how to identify hazards using the traditional model of hazard identification.</p> <p>a. Health hazards</p> <ul style="list-style-type: none"> • Acute versus chronic. • Latency period. • Biological hazards. • Chemical hazards. <ul style="list-style-type: none"> • Section 21-2 of the Regulations, <i>List of chemical and biological substances</i>. • Section 21-4 of the Regulations, <i>Substances listed in Table 16</i>. • Section 22-13 of the Regulations, <i>Availability of safety data sheets</i>. • Appendix Table 16 of the Regulations, <i>Notifiable Chemical and Biological Substances</i>. • Physical agent hazards. • Ergonomic hazards. <ul style="list-style-type: none"> • Section 6-15 of the Regulations, <i>Lifting and handling loads</i>. • Section 6-16 of the Regulations, <i>Standing</i>. • Section 6-17 of the Regulations, <i>Sitting</i>. • Section 6-18 of the Regulations, <i>Musculoskeletal injuries</i>. • Section 6-20 of the Regulations, <i>Visually demanding tasks</i>. • Psychosocial hazards <ul style="list-style-type: none"> • i. Harassment <ul style="list-style-type: none"> • Section 3-1(1)(l) of the Act, <i>Interpretation of Part</i>. • Section 3-8(d) of the Act, <i>General duties of employer</i>. • Section 3-9(c) of the Act, <i>General duties of supervisors</i>. • Section 3-10(b) of the Act, <i>General duties of workers</i>. • Section 3-21.1 of the Act, <i>Duty re policy on harassment and duty to investigate</i>.
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	<ul style="list-style-type: none">• Section 3-25(1)(a-j) of the Regulations, <i>Harrassment</i>.• ii. Violence<ul style="list-style-type: none">• Section 3-21 of the Act, <i>Duty re policy statement on violence and prevention plan</i>.• Section 3-26 of the Regulations, <i>Violence</i>.• Section 3-27 of the Regulations, <i>Safety measures – retail premises</i>.• iii Shift work<ul style="list-style-type: none">• Section 6-19 of the Regulations, <i>Shift work and constant effort and exertion</i>. <p>b. Safety hazards.</p> <p>3. Explain how to assess risk to prioritize hazards.</p> <p>4. Explain the hierarchy of controls and how to use it to implement controls.</p> <ul style="list-style-type: none">• Section 1-4 of the Regulations, <i>Generality of duties not limited</i>.
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<p>Orientation and training</p>	<p>Learning objective: Review the elements of an occupational health and safety program and understand a supervisor's duty to ensure workers are orientated and trained.</p> <ol style="list-style-type: none"> 1. Review the legislated components of a health and safety program. <ul style="list-style-type: none"> • Section 3-20 of the Act, <i>Duty to provide occupational health and safety programs.</i> • Section 3-11 of the Regulations, <i>Occupational health and safety program.</i> • Appendix Table 7 of the Regulations, <i>Prescribed Places of Employment.</i> 2. Explain the duty to train workers. <ul style="list-style-type: none"> • Section 3-81 of the Act, <i>Onus on accused re training of workers.</i> • Section 3-8 of the Regulations, <i>Training of workers.</i> 3. Describe the three types of orientation (general, site specific, job specific). 4. Establish a training plan and training records. <ul style="list-style-type: none"> • Section 3-11(g) of the Regulations, <i>Occupational health and safety program.</i> 5. WHMIS training. <ul style="list-style-type: none"> • Section 22-1 of the Regulations, <i>Definitions for part.</i> • Section 22-4 of the Regulations, <i>Worker education and training.</i>
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<p>Inspections</p>	<p>Learning objective: Demonstrate how to conduct workplace inspections and create inspection records.</p> <ol style="list-style-type: none"> 1. Explain what an inspection is and its purpose. 2. Describe and define the three types of inspections (informal, formal, inspections with an occupational health officer). <ul style="list-style-type: none"> • Section 3-1(1)(w) of the Act, <i>Interpretation of Part (Plant)</i>. • Section 3-63 of the Act, <i>Inspections</i>. • Section 3-9 of the Regulations, <i>Worker's contact with officers</i>. • Section 3-12 of the Regulations, <i>Examination of plant</i>. <p>Examples of inspections the employer must perform:</p> <ul style="list-style-type: none"> • Section 3-12 of the Regulations, <i>Examination of plant</i>. • Section 3-17 of the Regulations, <i>Inspection of place of employment</i>. • Section 7-4 of the Regulations, <i>Inspection of respiratory protective devices</i>. • Section 7-21 of the Regulations, <i>Inspection of full body harness, etc</i>. • Section 11-3 of the Regulations, <i>Visual inspection (mobile equipment)</i>. • Section 11-4 of the Regulations, <i>Inspection and maintenance (Mobile equipment)</i>. • Section 12-26 of the Regulations, <i>Maintenance and inspection (Scaffolds)</i>. • Section 13-18 of the Regulations, <i>Inspection (Cranes)</i>. • Section 14-3 of the Regulations, <i>Inspection (Rigging)</i>. • Section 23-7 of the Regulations, <i>Inspection (Asbestos)</i>.
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Inspections	<ol style="list-style-type: none">3. Review OHC inspections.<ul style="list-style-type: none">• Section 3-17 of the Regulations, <i>Inspection of place of employment.</i>4. Explain the supervisor's role in inspections.5. Introduce the steps in the inspection process.6. Describe how to determine what to inspect.7. Explain how to develop the inspection checklist.8. Explain how to conduct the inspection.9. Recording and following up on the inspection.<ul style="list-style-type: none">• Section 3-12 of the Regulations, <i>Examination of plant.</i>
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<p>Investigations</p>	<p>Learning objective: Identify different levels of incidents and understand the supervisor's role in incident investigations.</p> <ol style="list-style-type: none"> 1. Explain what an investigation is and its purpose. 2. Define incident, dangerous occurrence, medical aid incident, first aid incident and near miss incident. <ul style="list-style-type: none"> • Section 2-2 of the Regulations, <i>Accidents causing serious bodily injury</i>. • Section 2-3 of the Regulations, <i>Dangerous occurrences</i>. 3. Explain the requirement to provide notice to the ministry for certain accidents and dangerous occurrences. <ul style="list-style-type: none"> • Section 2-2 of the Regulations, <i>Accidents causing serious bodily injury</i>. • Section 2-3 of the Regulations, <i>Dangerous occurrences</i>. 4. Review the roles in investigations. 5. Review the type of investigations required by legislation. <ul style="list-style-type: none"> • Certain incidents <ul style="list-style-type: none"> • Section 3-18 of the Regulations, <i>Investigation of certain accidents</i>. • Section 3-19 of the Regulations, <i>Prohibition re scene of accident</i>. • Dangerous occurrences <ul style="list-style-type: none"> • Section 3-20 of the Regulations, <i>Investigation of dangerous occurrences</i>. • Workplace violence <ul style="list-style-type: none"> • Section 3-21 of the Act, <i>Duty re policy statement on violence and prevention plan</i>. • Section 3-8(d.1) of the Act, <i>General duties of employer</i>.
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<p>Investigations</p>	<ul style="list-style-type: none"> • Section 3-9(c.1) of the Act, <i>General duties of supervisors.</i> • Section 3-10(b.1) of the Act, <i>General duties of workers.</i> • Section 3-10(b) of the Act, <i>General duties of workers.</i> • Workplace harassment <ul style="list-style-type: none"> • Section 3-21.1 of the Act, <i>Duty re policy on harassment and duty to investigate.</i> • Section 3-8(d) of the Act, <i>General duties of employer.</i> • Section 3-9(c) of the Act, <i>General duties of supervisors.</i> • Section 3-10(b) of the Act, <i>General duties of workers.</i> • Workplace exposures to infectious materials or infectious disease. <ul style="list-style-type: none"> • Section 6-22 of the Regulations, <i>Exposure control plan.</i> • Workplace exposures to listed substances. <ul style="list-style-type: none"> • Section 21-10 of the Regulations, <i>Report of worker's exposure.</i> • Section 2-4 of the Regulations, <i>Medical information.</i> <p>6. Review the investigation process.</p> <p>7. Review the three types of investigation evidence (physical, documentary, interview).</p> <p>8. Explain how to analyze evidence using incident factors.</p> <p>9. Explain how to determine direct, indirect, and root causes.</p> <p>10. Review the five whys techniques for determining root cause.</p> <p>11. Explain the requirements of the investigation</p>
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<p>Worker concerns and refusals</p>	<p>Learning objective: Demonstrate how to resolve a worker’s concern and explain the role of the supervisor during a work refusal.</p> <ol style="list-style-type: none"> 1. Explain the steps workers can take when they have a concern. 2. Explain the Right to refuse dangerous work. <ul style="list-style-type: none"> • Application • Section 3-31 of the Act, <i>Right to refuse dangerous work.</i> • Section 3-32 of the Act, <i>Investigation by occupational health officer.</i> 3. Review the criteria the OHC shall use to determine if a work refusal is valid. 4. List the six steps a worker shall use when refusing to do work they believe is unusually dangerous. <ul style="list-style-type: none"> • The OHC’s decision on the validity must be unanimous. • Section 3-31(b) of the Act, <i>Right to refuse dangerous work.</i> • Section 3-33 of the Act, <i>Decision of occupational health officer.</i> • Section 3-53 of the Act, <i>Appeal of occupational health officer decision.</i> 5. Reassignment of the refusing worker or the disputed task. <ul style="list-style-type: none"> • Section 3-34 of the Act, <i>Other workers not to be assigned.</i> 6. Discriminatory action prohibited. <ul style="list-style-type: none"> • Section 3-35 of the Act, <i>Discriminatory action prohibited.</i>
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10. Learner feedback

All courses delivered under this standard must include a documented course feedback form for learners to anonymously evaluate the instructor's performance and the course content.

Learner feedback must be reviewed and maintained as per the training provider's record retention policy.

11. Appendix

11.1 Acknowledgements

The Saskatchewan Workers' Compensation Board gratefully acknowledges the Ministry of Labour Relations and Workplace Safety for establishing the framework used in the development of this standard.

11.2 The OHS legislation is available from:

Publications Saskatchewan

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Phone: 306.787.6894

Email: publications@gov.sk.ca URL: publications.saskatchewan.ca

The OHS legislation is also available for download at the Publications Saskatchewan website at publications.saskatchewan.ca/#/products/4355

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