



# How to prepare for Ontario inspection campaign of Mining Common Core Modular Training

April 27, 2023

1 888 730 7821 (Toll free Ontario)  
[workplacesafetynorth.ca](http://workplacesafetynorth.ca)



# Welcome to the webinar: How to prepare for Ontario inspection campaign of Mining Common Core Modular Training

- Thank you for joining us!
- We will be getting started at 10:00 am ET
- Please use the **Q&A** at the bottom of your screen for speaker questions and we will answer them at the end of the webinar.
- Please use the **chatbox** for commentary or technical questions.
- A link to the webinar recording, a copy of the presentation slides, and reference material will be emailed to registrants within a few days.

# Pre-Webinar Survey

No identifying information will be collected or asked for and all responses will be completely anonymous.

The survey is an MLITSD survey, and responses will be shared with WSN and IHSA as questions in the survey are relevant to all of us.

Your responses are confidential, and results will only be analyzed in aggregate form.

This survey is completely voluntary and will not impact the likelihood of being inspected by a ministry health and safety inspector.



# **2023-2024 Mining Health and Safety Program Campaign: Common Core Modular Training**

April 27, 2023

# Disclaimer

- The purpose of today's presentation is to assist the workplace parties in understanding their obligations under the Occupational Health and Safety Act (OHSA) and its regulations. It is not intended to replace the OHSA or the regulations, and reference should always be made to the official versions of the legislation.
- It is the responsibility of the workplace parties to ensure compliance with the legislation and the presentation does not constitute legal advice. If you require assistance with respect to the interpretation of the legislation and its potential application in specific circumstances, please contact your legal counsel.
- Ministry of Labour, Immigration, Training and Skills Development (MLITSD) inspectors will apply and enforce the OHSA and its regulations based on the facts as they may find them in the workplace. This presentation does not affect their enforcement discretion in any way.

# Overview

- **What is the 2023-2024 MHSP Common Core Modular Training Campaign?**
- **What is the Common Core Program?**
- **Why is the MLITSD Conducting a Common Core Modular Training Campaign?**
- **Campaign Focus: Signing Authority and Trainer Accountability**
- **What is a Signing Authority?**
- **Responsibilities of the Signing Authority**
- **Common Core Program Annual Audit**
- **What to Expect During an Inspection**
- **Inspection Checklist: Regulation 854**
- **Inspection Checklist: Common Core Program Guideline**
- **Employment Training Consultant (ETC)**

# 2023-2024: MHSP Common Core Modular Training Campaign

For 2023-24, the Ministry of Labour, Immigration, Training and Skills Development is introducing campaigns. Campaigns are longer periods of education and enforcement than previous initiatives and are designed for enhanced proactive stakeholder outreach. The year long campaign will focus on worker training in Mines and Mining Plants specifically looking to support compliance with the Common Core Modular Training Program.

**This campaign includes a two phased approach:**

## **1. Education and Outreach: April 1, 2023 - May 30, 2023**

- The MLITSD will partner with IHSA and WSN to facilitate stakeholder education and outreach starting with this joint webinar on April 27<sup>th</sup>, 2023.

## **2. Enforcement: June 1, 2023 - March 31, 2024**

- During this campaign, MLITSD Mining Inspectors will check that employers are meeting the modular training requirements outlined in Sections 11 to 11.2.2 of Reg. 854 to ensure workers and supervisors are trained and accredited in the specific Common Core training modules required to safely perform their jobs.

# What is the Common Core Program?

- The Ministry of Labour Immigration, Training and Skills Development (MLITSD) in consultation with the mining sector under the Mining Tripartite Committee (MTC) develops and maintains the modular mining training programs: the Common Core Modules and the Specialty Modules.
- The MTC consists of an equal number of industry, labour and management representatives as well as representatives from the MLITSD
- Common Core training provides mandatory entry-level training for new workers entering specific mine work environments. For example, the Underground Hard Rock Miner Program #770010 consists of four mandatory Common Core and 75 Specialty Modules (which are taken as required).
- The Specialty Modules are mandatory hands-on competency-based workplace training (section 11, Regulation 854, Mines and Mining Plants, OHSA). Mine and mining plant employers are required to establish and maintain the appropriate modular training program(s) to train their workers.
- Although each employer is responsible for implementing their own training program, Common Core is standardized across the province so workers can transfer their accreditations between sites or employers.



# Why is the MLITSD Conducting a Common Core Modular Training Campaign?

- Recent inspections and event investigations have identified a trend of workers and supervisors not being sufficiently trained or accredited in the Common Core program for the tasks they are performing.
- Several Ontario Mining Sector Coroner's Jury Inquests have provided recommendations focusing on worker training and competency.
- Worker training is a critical component of all successful health and safety programs. The mining industry in Ontario presents unique hazards which require specific training to manage.
- Sections 11 through 11.2.2 of Reg. 854 requires employers to establish and maintain an accredited Common Core Modular Training Program for all workers in mines and mining plants specific to the type of work they are performing.

# Campaign Focus: Signing Authority and Trainer Accountability

- To raise the awareness of employers, supervisors, and workers about the Mining Common Core Modular Training Program.
- To ensure workplaces are compliant with the requirements as set out in sections 11 to 11.2.2 of Regulation 854 Mines and Mining Plants
- To raise awareness of the importance of training and to ensure workers are competent and accredited in the Common Core Program and specialty modules for the work they are performing.
- To ensure workplaces have a designated Signing Authority where required.
- To support the Signing Authority in understanding and complying with the requirements of the Common Core Program including the annual program audit.

## What is the Signing Authority?

A Signing Authority is designated by the employer and authorized by the Ministry to be accountable for the quality of training and maintenance of training records. The Signing Authority is responsible for determining the competency of company employees for modular accreditation.

To qualify for a Signing Authority, the employer must meet the following requirements:

- Be a mining company or mining contractor engaged in mining and meet and adhere to the guidelines required by the Ministry for Signing Authority privileges.
- Meet the requirements of being an “Employer” in the Province of Ontario. (OHSa Subsection 1(1))
- As an employer, be able to provide training in Common Core Programs in the appropriate environment for the work that is to be performed.
- Maintain the training programs in accordance with the requirements as set out in Sections 11-11.2.2 of Reg. 854.

## Responsibilities of the Signing Authority

- Determines, for accreditation, the company employees who have demonstrated competency in the training modules as outlined in the Training Standards.
- Signs training reports and maintains training records for company employees.
- Ensures and maintains quality training for company employees.
- Signs and submits original training reports and training applications to the local Employment Ontario apprentice office.
- Ensures company employees are trained to work in compliance with the Occupational Health and Safety Act (OHSA) and related regulations.
- May be called on to describe the training received by company employees and provide evidence of its adequacy in a court of law.
- Evaluates and audits trainers and common core program in an annual audit.

# Common Core Program Annual Audit

The Signing Authority is required to perform an annual audit of their Common Core Program.

The audit will include:

- Annually auditing trainers to determine their effectiveness and compliance with standards for safety, quality, and performance.
- Evaluating the quality of lesson plans
- Auditing trainee performance,
- Observing the trainer's teaching techniques including:
  - Learning
  - Behaviour
  - Delivery
  - Evaluation



# WSN Support for the Roles and Responsibilities of Signing Authority Audits

Scott Needs CRSP, CHSMSA, GSC  
CMHA Certified Psychological Health  
and Safety Advisor

Ron St. Jean  
Health and Safety Specialist

1 888 730 7821 (Toll free Ontario)  
[workplacesafetynorth.ca](http://workplacesafetynorth.ca)



# Background

- Health and Safety Specialist – Workplace Safety North (WSN)
- 2<sup>nd</sup> generation CRSP
- Certified Health and Safety Management System Auditor (CHSMSA)
- Previous Signing Authority (3) different Modular Programs
- Certificate of Qualification – Surface Miner
- Certificate of Achievement – Generic Front-Line Supervisor

# How Signing Authorities Audit the Criteria for the MLITSD

## Signing Authority Accountability

- ~~The company signing authority is the owner or an employee designated by the company.~~
- ~~There is only one person per program as signing authority for the company.~~
- ~~The signing authority has knowledge of the training requirements for the specific modular program.~~
- The signing authority has knowledge of the *Occupational Health and Safety Act (OHSA)*, the Regulations and company standards.



# How Signing Authorities Audit the Criteria for the MLITSD



# Trainer Accountability

## Trainer Accountability

- ~~The trainer(s) is accredited in the program's Basic Common Core.~~
- ~~The trainer(s) has completed a Train the Trainer Program that satisfies the Train the Trainer Program Requirements.~~
- ~~The trainer(s) has knowledge in the OHSA, the Regulations and company standards.~~
- ~~The trainer(s) has accreditation in and is experienced and knowledgeable in the modules he/she is delivering.~~
- The trainer(s) follows a lesson plan to ensure all trainees are given minimum subject matter as per the MTCU Training Standard document.
- ~~The trainer(s) has the verbal and writing skills necessary to write lesson plans.~~
- The training material includes pertinent sections of the OHSA, the Regulations and company standards.

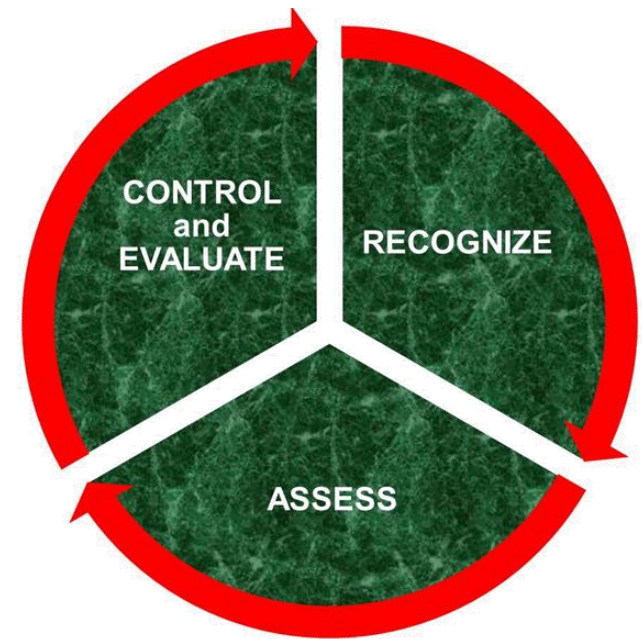
# Trainer Accountability

Instructional plan				Page number	1	of	2
Module title	Working Safely in the Job Environment			Module number	U5030		
Skill title	Manually Lift and Carry Materials and Supplies			Skill number	5030.05		
Performance objective	The learner will be able to manually lift and carry materials and/or supplies, ensuring sound footing and a clear path; lift using legs; bend knees with a smooth motion; seek assistance if required.						
Length of time	Training activity/key points (include breaks)	Training method	Resources	Assessment method	Notes		
0.25 min	Prerequisites		Slides	N/A	Assume that this has already been completed for this module.		
0.25 min	Introduction			N/A			
0.50 min	Performance objective						
1 min	Legislation	Slide - reference Have someone read it out. Display after it is read.	OH&SA Industrial regs 45. (a-c)	N/A	Flag in green book.		
0.50 min	Improper lifting technique	Video clip		N/A			
1 min	Consequences of improper lifting (stats)	Slide		N/A			
	Types of Injuries	Lecture					
	a. Muscle strains						
	b. Spinal injuries						
	c. hernias						
	d. joint injuries (wrist and elbow)						
	e. pinch points (struck by falling materials)						
4 mins	Preventing injuries: Hierarchy of controls	Group discussion		N/A			
2 mins	Proper lifting technique	Slides	H&S Manual (2023)	N/A	Pg #5		

# Now the Audit - The 'E' in the RACE

## Evaluate!

- Does the training program meet current legislative requirements?
- Have the lesson plans been updated?
- Have training requirements been met?
- Are the previous Audits adhering to the guideline requirements?
- **SAMPLES! SAMPLES! SAMPLES!**



# Signing Authority Audit – Provide to Senior Management

- Samples of Evidence as per Audit Tool.
- Corrective Actions – timetable and resources assigned.
- Documented meeting minutes.



# Upcoming Webinars – WSN Workshops

## WSN Workshop #1:

Wednesday, November 22, 2023, from 8:00 am to 12:00 pm ET.

## WSN Workshop #2:

Tuesday, February 13, 2024, from 8:00 am to 12:00 pm ET.

[Contact WSN for more information](#)

# What to Expect During an Inspection

- A Ministry Inspector can enter in or upon any workplace at any time without warrant or notice.
- When a Ministry Inspector arrives at a workplace, they will introduce themselves, explain the reason for the visit and ask to have a worker and management representative accompany them during the inspection.
- The Ministry Inspector may conduct an administrative review and a physical inspection of the workplace.
- Ministry Inspectors will enforce the OHSA based on the facts observed in the workplace at the time of the visit.
- The Ministry Inspector will leave a Field Visit Report which will include reasons for the visit, details of any findings, and any corrective compliance measures if required.

# Inspection Checklist: Regulation 854

Mining inspectors will check that employers have established and are maintaining the appropriate Common Core Training Programs, where required, as set out in sections 11-11.2.2 in Reg. 854.

## Subsection 11 (1)

- Underground Hard Rock Miner and Speciality Modules ( Program #P770010)
- First Line Underground Mine Supervisor (Program #P770121)
- Underground Soft Rock Mining and Speciality Modules (Program #P770130)
- First Line Underground Mine Supervisor – Underground Soft Rock Mining (Program #P770131)
- Mill Process Operations (Program #P810050)
- Generic First Line Supervisor (Program #P770141)

## Subsection 11.1 (1)

- Common Core for Underground Diamond Driller – Helper Level (Program #P770150)
- Common Core for Underground Diamond Driller – Runner Level (Program #P770150)



# Inspection Checklist: Regulation 854

## Subsection 11.1.1 (1)

- Common Core for Surface Diamond Driller – Part 1 (Basic Level) (Program #P770200)
- Common Core for Surface Diamond Driller – Part 2 (Helper Level) (Program #P770200)
- Common Core for Surface Diamond Driller – Part 3 (Runner Level) (Program #P770200)
- Speciality Modules for Surface Diamond Driller (Program #P770200)

## Subsection 11.2 (1)

- Common Core for Surface Miner and Speciality Modules (Program #P770210)

## Subsection 11.2.1 (1)

- Basic Underground Hard Rock Mine Service Types (Program #P770225)

## Subsection 11.2.2 (1)

- Common Core for Basic Smelter Operations — Mineral Ore (Program #P810080)
- Common Core for Non-Production Workers in a Smelter Operation — Mineral Ore (Program #P810090)

# Inspection Checklist: Common Core Program Guidelines

- The employer has a Ministry approved Signing Authority for the specific program.
- The Signing Authority is the owner or an employee designated by the company.
- There is only one person per program as Signing Authority for the company.
- The Signing Authority has knowledge of the training requirements for the specific modular program.
- The Signing Authority has knowledge of the Occupational Health and Safety Act (OHSA), the Regulations and company policies and procedures.
- The Signing Authority retains copies of all training records submitted to the Ministry.
- The Signing Authority exercises sufficient ability to maintain training standards.
- The employer has adequate training resources. e.g., facilities, equipment, and personnel.

# Inspection Checklist: Common Core Program Guidelines

- A quality control program exists to evaluate the performance of trainers and trainees.
- The Signing Authority reviews training modules to ensure compliance with legislative changes.
- The Signing Authority ensures training modules reflect changing technology.
- A system exists to verify that the trainers are accredited in the modules they are delivering.
- The Signing Authority understands that they may be called on to describe the training received by company employees and provide evidence of its adequacy in a court of law.
- A system exists to enable employees to keep their training qualifications (skills) current.
- The Signing Authority is aware that Signing Authority designation can be revoked for just cause.

# Inspection Checklist: Common Core Program Guidelines

- The Trainer(s) is accredited in the program's Basic Common Core.
- The trainer(s) has completed a Train-the-Trainer program that satisfies the Train-the-Trainer Program Requirements.
- The trainer(s) has knowledge in the OHSA, the Regulations and company policies and procedures.
- The trainer(s) has accreditation in and is experienced and knowledgeable in the modules they are delivering.
- The trainer(s) follows a lesson plan to ensure all trainees are instructed in accordance with the training standards documents.
- The trainer(s) has the verbal and writing skills necessary to write lesson plans.
- The training material includes pertinent sections of the OHSA, the Regulations and company policies and procedures.
- The Trainer(s) applies one-on-one, or small and large group training techniques as required.

# Inspection Checklist: Common Core Program Guidelines

- Performance objectives are evaluated.
- Hands-on training is provided as a means of delivering training.
- The trainer(s) ensure all trainees are trained to work in compliance with the OHSA, the Regulations and company policies and procedures.
- The trainer(s) addresses learner difficulties.
- The trainer(s) makes effective use of training aids.
- The trainer(s) communicates effectively with the trainees.
- The trainer(s) jointly signs the performance objectives on the date the trainee successfully demonstrated competency.
- The trainer(s) solicits feedback from trainees and performs remedial training as required.
- The trainer(s) understand their responsibility to update lesson plans as appropriate.
- The trainer(s) is aware that they may be called upon to give training evidence in the court of law.

# Employment Training Consultant (ETC)

To support a successful Common Core Program, the Ministry has established Employment Training Consultants who play an important role in supporting employers and Signing Authorities. Contact your ETC at their local [Employment Ontario apprenticeship offices](#)

## Role of the ETC:

- Explains to the employer the responsibilities of the Signing Authority and ensure that they are understood.
- Ensures that the Signing Authority holds a position within the company that is appropriate to the responsibilities.
- Provides program specific information to the employer and Signing Authority.
- Explains and instructs the Signing Authority applicant in the application and reporting processes.
- Explains the annual audit requirements.
- May act as a material or an expert witness in a court of law.
- Support the employer when the employer needs to change the designated Signing Authority.



**IHSA**

**Ryan Smith**



By registering your new business with the WSIB, you automatically became a member of the Infrastructure Health and Safety Association

## Who We Are

IHSA is part of Ontario's health and safety system, which includes the Ministry of Labour (MOL), the Workplace Safety and Insurance Board (WSIB), and six health and safety associations. **As a member of IHSA, you get access to our health and safety training, products, and services at no charge or at a reduced price.**

## What we do

IHSA is a leader in health and safety education. Through skills-based training, auditing, and evaluation, we provide safety solutions to those who perform high-risk activities such as working at heights, working with energized high-voltage power systems, driving motor vehicles, transporting dangerous goods, working on suspended access equipment, and utility line clearing.

### Ministry of Labour

Develops legislation and regulations and is responsible for enforcement and prevention.

### Workplace Safety and Insurance Board

Provides compensation and return-to-work supports for injured workers. Funds the health and safety system through employer premiums.

### Health and safety associations

Six designated health and safety associations provide training, education, and services related to occupational health and safety.

#### Infrastructure Health and Safety Association

Serves the construction, electrical, utilities, aggregates, natural gas, ready-mix concrete and transportation sectors.

#### Workers Health and Safety Centre

Provides training for workers, Joint Health and Safety Committee members, supervisors, and employers in every sector.

#### Occupational Health Clinics for Ontario Workers

Provides medical diagnostics, information, and services to prevent work-related health conditions.

#### Public Services Health and Safety Association

Serves the public service sector including health and community care, education and culture, municipal and provincial government, and public safety.

#### Workplace Safety North

Serves the forestry, mining, pulp and paper, and printing sectors.


#### Workplace Safety and Prevention Services

Serves the agricultural, industrial, manufacturing, and service sectors.




# My Background

- Previous experience in Limestone surface mines and sand pits
- Trained SMCC and Generic First Line Supervisor
- Performed air born quality assessments
- Regional consultant with IHSA
- Training and consulting services
- Free resource for the mining and construction industries

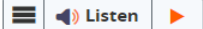

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## Aggregates

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Aggregates refer to hard, granular materials such as sand, gravel, and crushed stone that are used for construction purposes. Anything made from concrete or asphalt requires aggregates. In Ontario today, almost every building, road, and structure contains some form of aggregate. Each year, the industry uses about 14 tonnes of aggregate for every person in Ontario. Most of the aggregates used in Ontario come from pits and quarries in the province.

## Hazards

Hazards that are typically encountered in haulage activities at pits and quarries include the following.

- Improperly maintained haulage roadways
- Collisions with other vehicles or pedestrians and rollovers
- Overloading of haulage vehicles
- Improperly secured loads
- Improperly maintained haulage vehicles
- Improper mounting and dismounting of vehicles
- Contact with powerlines
- Improper road maintenance due to weather and environmental conditions
- Lack of dust control
- Improper traffic controls
- Working at heights
- Excessively steep or narrow haulage roads

<https://www.ihsa.ca/Topics-Hazards/Aggregates.aspx>

## Training

IHSA offers the following training programs related to safety in the aggregate industry.

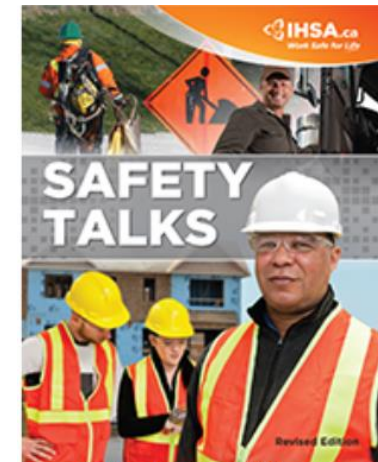
- ▣ Basics of Supervising
- ▣ Surface Miner Common Core
- ▣ Defensive Driving – Commercial
- ▣ Electrical Safety
- ▣ Hydraulic Aerial Equipment
- ▣ Hydraulic Material – Handling Aerial Devices
- ▣ Incident Investigation and Reporting
- ▣ Lift Truck Operator
- ▣ Preventing Work-Related Motor Vehicle Collisions
- ▣ Traffic Control – Temporary Work Zones
- ▣ Signaller and Traffic Control Person
- ▣ Working at Heights – Fundamentals of Fall Prevention



## Products

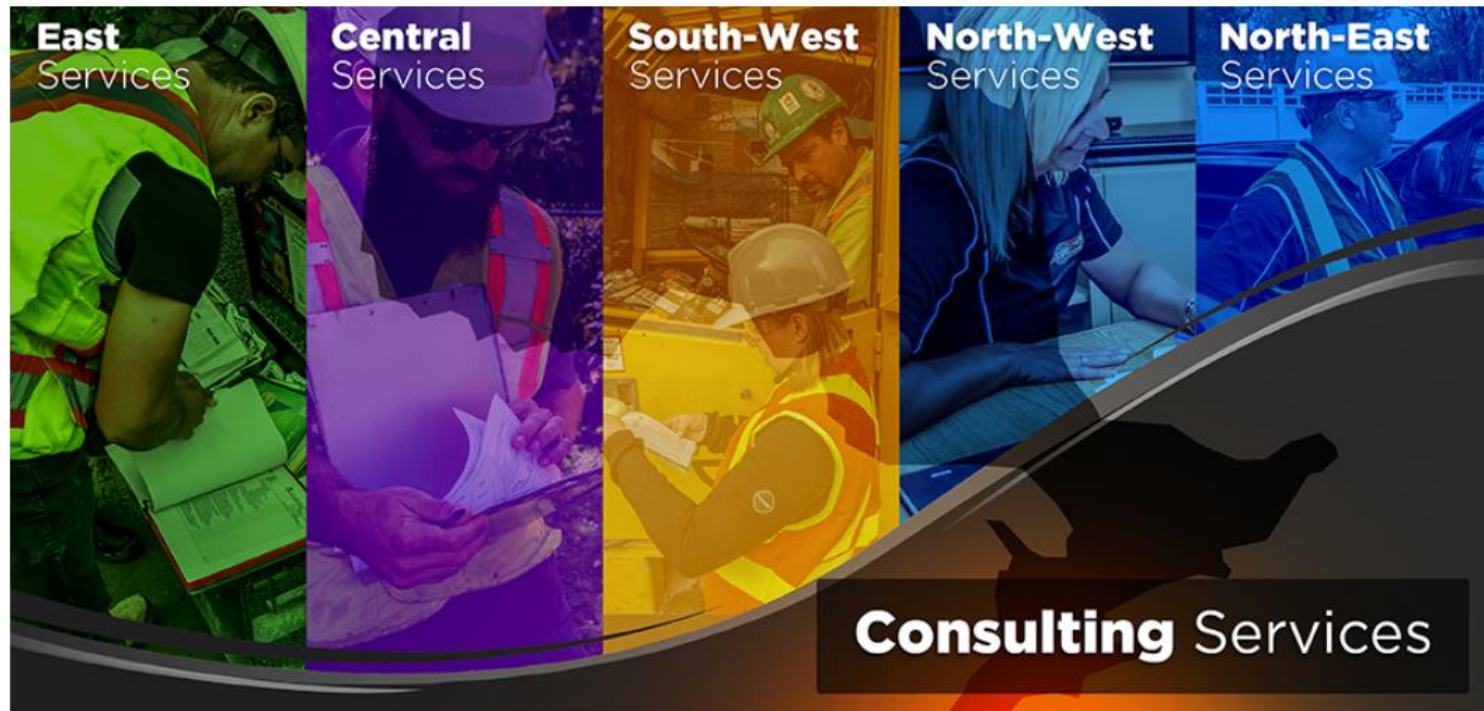
IHSA offers the following products related to safety in the aggregate industry.

- ▣ Beware of Electrical Wires Sticker (S020)
- ▣ Circle Your Vehicle Sticker (S029)
- ▣ Construction Health and Safety Manual (M029)
- ▣ Danger Due To Poster (P022)
- ▣ Danger Stand Clear Sticker (S005)
- ▣ Excavator Handsignals Card (V015)
- ▣ Fall Protection Stickers (S052)
- ▣ Falls Are Killing Us Poster (Small)(P044)
- ▣ Guidelines for Training Traffic Control Persons (M019)
- ▣ Handbook for Construction Traffic Control Persons (B016)
- ▣ Health and Safety Aggregate Sector (IHSA005)
- ▣ Look Out for Powerlines Poster (P106)
- ▣ No Riders Decal (S011)
- ▣ Safety Talks Manual (V005)
- ▣ Traffic Hand Signals Card (V006)
- ▣ Use this Guide to Position Ladder Sticker (S090)
- ▣ Use Your Harness Sticker (S042)
- ▣ Watch for Wires Sticker (S093)
- ▣ Keep Your Promise – Do Your Part Poster (P124)
- ▣ Training Requirements Chart (W001)
- ▣ Carbon Monoxide: The Unseen Enemy for Drivers (IHSA042)
- ▣ Health and Safety Advisory: Working Safely On or Around Heavy Equipment (W455)
- ▣ Trucking Operations: Your Personal Safety (IHSA041)
- ▣ Lockout and Learn (W800)
- ▣ Safe Work Practices for the Aggregates Industry (M075)



## Consulting Services

- ▣ Auditing
- ▣ Ergonomic Assessment
- ▣ Job Demands Analysis
- ▣ Safety Meetings
- ▣ Symptom Survey







# Mining & Aggregates Working Group

- Comprised of industry experts like you, with representation from IHSA and WSN
- Quarterly meetings to discuss industry concerns and solutions
- Review of MLITSD objectives and focused initiatives



IHSA and WSN are approved providers of WSIB's rebate program

- Get between \$5,000 and \$250,000 back per year
- Smaller businesses (1-99 full-time employees) can earn double the health and safety rebates, plus \$1,000





[National Construction Safety Officer \(ihsa.ca\)](http://ihsa.ca)

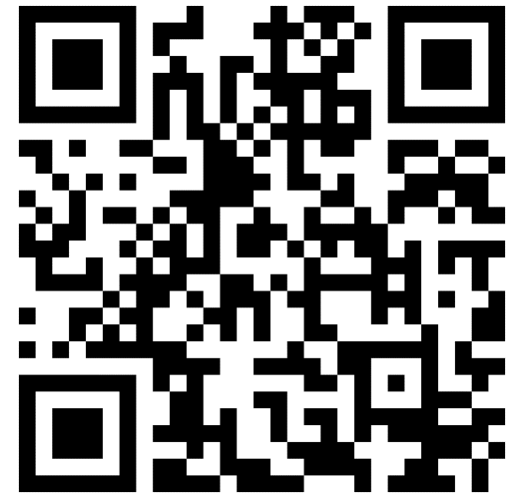
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# Thank you for attending today's webinar and helping make workplaces safer.

## Questions?

For additional information, please contact:

Workplace Safety North:

1-888-730-7821 Toll free Ontario  
705-474-7233

[info@workplacesafetynorth.ca](mailto:info@workplacesafetynorth.ca)

[www.workplacesafetynorth.ca](http://www.workplacesafetynorth.ca)

Twitter: @WSN\_News

Ministry of Labour, Immigration,  
Training and Skills Development:

1-877-202-0008 Toll free Ontario  
TTY: 1-855-653-9260

<https://www.ontario.ca/>

Infrastructure Health and Safety  
Association:

1-800-263-5024 Toll free Ontario

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