

Workplace Safety North Signing Authority Audit Template Guidance

| Section 1: Training Program | | A training program (or program) is a documented and planned sequence and combination of activities designed to establish standardization, develop employee knowledge, skills and abilities to ensure | How can this potentially be demonstrated? | | | |
|--|----------------------------|--|---|--------|-------------|-----------|
| Sub-Section | | Audit Criteria | Evidence | | | |
| | | | Document | Record | Observation | Interview |
| 1.1 | Establishment and Scope | The Employer has established training program | | | | |
| | | The scope of the training program applies to/includes modular training | | | | |
| | | The program identifies competency requirements | | | | |
| 1.2 | Roles and Responsibilities | Roles and responsibilities for workplace parties including the organization/employer are identified in the program | | | | |
| | | Senior leaders representing the employer are aware of these identified roles and responsibilities | | | | |
| | | Roles and responsibilities for workplace parties including the Signing Authority (SA) are identified in the program | | | | |
| | | The organizations Signing Authority(ies) is(are) aware of these identified roles and responsibilities | | | | |
| | | Roles and responsibilities for workplace parties including Trainer(s) are identified in the program | | | | |
| | | The internal Trainer(s) is(are) aware of these identified roles and responsibilities | | | | |
| | | Roles and responsibilities for workplace parties including Trainee(s) are identified in the program | | | | |
| 1.3 | Training Administration | The Trainee(s) is(are) aware of these identified roles and responsibilities | | | | |
| | | The training program identifies how the training will be administered to meet current legislative requirements | | | | |
| | | The training program is administered in a way that meet current legislative requirements | | | | |
| | | The training program identifies how the training will be administered to meet Changing Technology | | | | |
| | | The training program is administered in a way that includes Changing Technology | | | | |
| | | The training program identifies how the training will be administered to meets Skill requirements for new and changing jobs | | | | |
| | | The training program is administered in a way that meets Skill requirements for new and changing | | | | |
| | | The training program identifies how the training will be administered to Accommodates unique learner training needs | | | | |
| | | The training program is administered in a way that Accommodates unique learner training needs | | | | |
| | | The training program identifies how the training will be administered to meet language skills and abilities | | | | |
| | | The training program is administered in a way that meets language skills and abilities | | | | |
| | | The training program identifies how the training will be administered to meet Literacy needs | | | | |
| | | The training program is administered to meet Literacy needs | | | | |
| | | The training program identifies how the training will be administered to meet the inclusion of pertinent sections of the OHSA | | | | |
| | | The training program is administered to meet the inclusion of pertinent sections of the OHSA | | | | |
| | | The training program identifies how the training will be administered to meet the inclusion of pertinent sections of the Regulations | | | | |
| | | The training program is administered to meet the inclusion of pertinent sections of the Regulations | | | | |
| | | The training program identifies how the training will be administered to meet the inclusion of pertinent sections of company standards | | | | |
| | | The training program is administered to meet the inclusion of pertinent sections of company | | | | |
| | | The training program identifies how the training will be maintained/reviewed annually to meet current legislative requirements | | | | |
| The training program is reviewed/maintained annually to meet current legislative requirements | | | | | | |
| The training program identifies how the training will be maintained/reviewed annually to meet Changing Technology | | | | | | |
| The training program is maintained/reviewed annually to meet Changing Technology | | | | | | |
| The training program identifies how the training will be maintained/reviewed annually to meet Skill requirements for new and changing jobs | | | | | | |

| | | Audit Criteria | Document | Record | Observation | Interview |
|---|--------------------------------|---|--------------------------|---|--------------------|------------------|
| 1.3 | Training Administration | The training program is maintained/reviewed annually to meet Skill requirements for new and changing jobs | | | | |
| | | The training program identifies how the training will be maintained/reviewed annually to meet Accommodation of unique learner training needs | | | | |
| | | The training program is maintained/reviewed annually to meet Accommodation of unique learner training needs | | | | |
| | | The training program identifies how the training will be maintained/reviewed annually to meet language skills and abilities | | | | |
| | | The training program is maintained/reviewed annually to meet language skills and abilities | | | | |
| | | The training program identifies how the training will be maintained/reviewed annually to meet learner Literacy needs | | | | |
| | | The training program is maintained/reviewed annually to meet learner Literacy needs | | | | |
| | | The training program identifies how the training will be maintained/reviewed annually to meet the inclusion of pertinent sections of the OHSA | | | | |
| | | The training program is maintained/reviewed annually to meet the inclusion of pertinent sections of the OHSA | | | | |
| | | The training program identifies how the training will be maintained/reviewed annually to meet the inclusion of pertinent sections of the Regulations | | | | |
| | | The training program is maintained/reviewed annually to meet the inclusion of pertinent sections of the Regulations | | | | |
| | | The training program identifies how the training will be maintained/reviewed annually to meet the inclusion of pertinent sections of company standards | | | | |
| | | The training program is maintained/reviewed annually to meet the inclusion of pertinent sections of company standards | | | | |
| | | 1.4 | Training Material | The training program inventories/lists/references all training material including company training programs | | |
| The training program inventories/lists/references all training material including lessons plans | | | | | | |
| The training program inventories/lists/references all training material including training aids | | | | | | |
| 1.5 | Document Control | There is a requirement to review, update or remove all program material to ensure changes to, and current revision status of documents are identified and tracked | | | | |
| | | Documents are tracked to demonstrate they are reviewed, updated or removed to ensure changes with the current revision status | | | | |
| | | There is a requirement to ensure relevant versions of applicable documents are readily available at the point of use | | | | |
| | | Relevant versions of applicable documents are readily available at the point of use | | | | |
| 1.6 | Evaluation | The training program specifies how the evaluation of learning objectives will be performed | | | | |
| | | The evaluation of learning objectives is performed according to program specifications | | | | |
| | | The training program identifies a requirement for the Signing Authority to evaluate (audit) the quality of the program annually | | | | |
| | | The quality of the training program is evaluated/audited annually by the Signing Authority | | | | |
| 1.7 | Communication | The training program identifies a requirement to communicate the complete results of the audit to site senior management. | | | | |
| | | The complete results of the training program audit are communicated to site senior management. | | | | |
| 1.8 | Continuous Improvement | The training program identifies a requirement to improve the quality control of the program annually based on identified gaps from the annual audit | | | | |
| | | The quality control of the program take place annually based on identified gaps from the annual audit | | | | |

| | | Audit Criteria | Document | Record | Observation | Interview |
|------------|-------------------------|--|-----------------|---------------|--------------------|------------------|
| 1.9 | Record Retention | The training program specifies how trainee training records will be administered and managed internally | | | | |
| | | The training records are managed according to procedure internally | | | | |
| | | The training program specifies how trainee government approved/U-Module training records are to be registered with MTCU. | | | | |
| | | The trainee government approved/U-Module training records are registered with MTCU. | | | | |
| | | The training program specifies how company maintained training records from the MINISTRY will be administered and managed | | | | |
| | | The company maintains training records from the MINISTRY | | | | |
| | | The training program specifies how the records of the evaluation of learning objectives will be maintained | | | | |
| | | The records of the evaluation of learning objectives are maintained | | | | |
| | | The training program identifies a requirement to retain a copy of annual audits for a determined amount of time (at least 7 years recommended) | | | | |
| | | A copy of annual audits are retained (at least 7 years recommended) | | | | |

| Section 2: Employer Accountability | | An employer is defined as, "a person who employs or contracts for the services of one or more workers." | How can this potentially be demonstrated? | | | |
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| Sub-Section | | Audit Criteria | Evidence | | | |
| | | | Document | Record | Observation | Interview |
| 2.1 | Established Signing Authority | The Employer has an MTCU approved signing authority for the specific program. | | | | |
| 2.2 | Modular Training Program Scope | The employer has identified what modular training programs apply to the organization based on the context of the business (activities performed) | | | | |
| 2.3 | Competency Requirements | The employer has identified/ defined the knowledge and skills requirements for each job covered by a modular program | | | | |
| 2.4 | Resources | The Employer has adequate training resources. e.g. facilities, equipment, and personnel. | | | | |
| 2.5 | Policy Establishment | The Employer has a written training policy or expresses commitment in its annual health and safety program. | | | | |
| 2.6 | Policy Posting | A company/corporate training policy is posted within the workplace. | | | | |
| 2.7 | Record Retention | The Employer maintains signed copies of all training records. | | | | |

| Section 3: Signing Authority Accountability | | A Signing Authority is a person designated by their employer and authorized by the Ministry of Training, Colleges and Universities (MTCU) to be accountable for the quality of training, maintenance | How can this potentially be demonstrated? | | | |
|--|---------------------------------|--|--|---------------|--------------------|------------------|
| Sub-Section | | Audit Criteria | Evidence | | | |
| | | | Document | Record | Observation | Interview |
| 3.1 | Established Signing Authority | The Employer signing authority is clearly identified. | | | | |
| 3.2 | Signing Authority Scope | There is only one person per program as signing authority for the company. | | | | |
| 3.3 | Knowledge and Competency | 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. | | | | |
| | | 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. | | | | |
| | | The signing authority is aware that signing authority designation can be revoked for just cause. | | | | |
| 3.4 | Record Retention | The signing authority retains copies of all training records submitted to MTCU. | | | | |
| | | The signing authority exercises sufficient management power to maintain training standards. | | | | |
| 3.5 | Evaluation | A quality control program (audit program) exists to evaluate the performance of trainers and trainees. | | | | |
| | | The performance of trainers is evaluated by the signing authority to ensure quality. | | | | |
| | | The performance of trainees is evaluated by the signing authority to ensure quality. | | | | |

| 3.5 | Evaluation | Audit Criteria | Document | Record | Observation | Interview |
|-----|------------------------|--|----------|--------|-------------|-----------|
| | | The signing authority reviews training modules to ensure compliance with legislative changes. | | | | |
| | | The signing authority ensures training modules reflect changing technology. | | | | |
| | | The signing authority measures achievement to improve performance. | | | | |
| | | A system exists to verify that the trainers are accredited in the modules they are delivering | | | | |
| | | The signing authority verifies/audits that trainee performance assessment uses a hands on approach | | | | |
| 3.6 | Continuous Improvement | A system exists to enable employees to keep their training qualifications (skills) current | | | | |

| Section 4: Trainer Accountability | | A trainer is someone who works within the organization who is accountable for the delivery of training to ensure competence in relation to modules under the common core program standard(s) | How can this potentially be demonstrated? | | | |
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| Sub-Section | Audit Criteria | Evidence | | | | |
| | | Document | Record | Observation | Interview | |
| 4.1 | Knowledge and Competency | The trainer(s) is accredited in the program's Basic Common Core. | | | | |
| | | The trainer(s) has completed a Train-the-Trainer Program | | | | |
| | | The Train-the-Trainer Program taken satisfies the Train-the-Trainer Program Requirements | | | | |
| | | The trainer(s) has knowledge in the Occupational Health and Safety Act | | | | |
| | | The trainer(s) has knowledge in the applicable Regulations | | | | |
| | | The trainer(s) has knowledge in the company standards. | | | | |
| | | The trainer(s) has accreditation in and is experienced and knowledgeable in the modules they are delivering. | | | | |
| | | The trainer(s) has the verbal and writing skills necessary to present content. | | | | |
| | | The trainer(s) has the writing skills necessary to write lesson plans. | | | | |
| 4.2 | Delivery | 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) integrate technology into training delivery | | | | |
| | | The training material includes pertinent sections of the Occupational Health and Safety Act. | | | | |
| | | The training material includes pertinent sections of the Regulations. | | | | |
| | | The training material includes pertinent sections of the company standards. | | | | |
| | | The trainer(s) keep up with the latest, effective learning strategies. | | | | |
| | | The trainer(s) applies one-on-one, small or large group training techniques when they are required. | | | | |
| | | The trainer(s) ensure clear performance objectives are set before the training begins. | | | | |
| | | Hands-on training is provided as a part of delivering training. | | | | |
| | | Training materials are effective, and easy-to-follow. | | | | |
| 4.3 | Behaviour | The trainer(s) communicates effectively with the trainees. | | | | |
| | | The trainer(s) identifies trainee training needs including literacy | | | | |
| | | The trainer(s) accommodates/adjusts for trainee training needs including literacy (if applicable) | | | | |
| | | The trainer(s) identifies trainee training needs including language | | | | |
| | | The trainer(s) accommodates/adjusts for trainee training needs including language (if applicable) | | | | |
| | | The trainer(s) identifies trainee training needs including role and responsibilities relevance | | | | |
| | | The trainer(s) accommodates/adjusts for trainee training needs including role and responsibilities relevance | | | | |
| | | The trainer(s) addresses learner difficulties. | | | | |
| | | The trainer(s) makes effective use of training aids. | | | | |
| | | The trainer(s) help trainees/learners identify developmental strategies. | | | | |
| 4.4 | Evaluation | Performance Objectives are evaluated using normative evaluation techniques to ensure knowledge based learning occurs. | | | | |
| | | Performance Objectives are evaluated using normative evaluation techniques to ensure hands-on learning occurs. | | | | |
| | | The trainer(s) ensures all trainees are trained to work in compliance with the Occupational Health and Safety Act. | | | | |

| 4.4 | Evaluation | Audit Criteria | Document | Record | Observation | Interview |
|-----|-------------------------------|---|----------|--------|-------------|-----------|
| | | The trainer(s) ensures all trainees are trained to work in compliance with the Regulations. | | | | |
| | | The trainer(s) ensures all trainees are trained to work in compliance with the company standards. | | | | |
| | | The trainer(s) self-evaluate the effectiveness of training provided by their own coaching efforts. | | | | |
| | | The trainer(s) measure achievement/impact to improve performance. | | | | |
| 4.5 | Executing on Responsibilities | The trainer(s) jointly signs the performance objectives on the date the trainee successfully demonstrated competency. | | | | |
| | | The trainer(s) solicits feedback from trainees. | | | | |
| | | The trainer(s) performs remedial training as required. | | | | |
| | | The trainer(s) understands his/her 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. | | | | |

| Section 5: Trainee Assessment | | A trainee is someone who works within the organization and has received training from a trainer (above) under the requirements of a modular common core program standard(s). | How can this potentially be demonstrated? | | | |
|-------------------------------|--------------------------|--|---|-------------|-----------|--|
| Sub-Section | Audit Criteria | Evidence | | | | |
| | | Document | Record | Observation | Interview | |
| 5.1 | Knowledge and Competency | The trainee(s) has the prerequisite accreditations in the Basic Common Core and specialties for the task being trained. | | | | |
| | | The trainee(s) has been authorized to operate equipment and perform the tasks for which they are being trained. | | | | |
| | | The trainee(s) works in compliance with the Occupational Health and Safety Act | | | | |
| | | The trainee(s) works in compliance with the Regulations | | | | |
| | | The trainee(s) works in compliance with the company standards. | | | | |
| | | The trainee(s) can perform the initial check of equipment and/or tools by means of a show and tell demonstration OR can perform the task. | | | | |
| | | The trainee(s) can be accredited in the task being assigned. | | | | |
| 5.2 | Evaluation | The trainee(s) feels competent performing the tasks with the training received. | | | | |
| | | The trainee(s) evaluate the effectiveness of training provided by their trainer. | | | | |
| 5.3 | Self-Efficacy | The trainee(s) continues to work efficiently without additional coaching by the trainer. | | | | |
| | | The trainee(s) demonstrates confidence and the ability to work safely without the trainer's assistance. | | | | |