



An overview of the Roles and Responsibilities of Signing Authorities

Workplace Safety North
January 26, 2023

1 888 730 7821 (Toll free Ontario)
workplacesafetynorth.ca



Presenters

Scott Needs CRSP, CHSMSA, GSC

CMHA Certified Psychological Health and Safety Advisor

Workplace Safety North

Patrick Vaillancourt

Health and Safety Specialist

Workplace Safety North

About Workplace Safety North

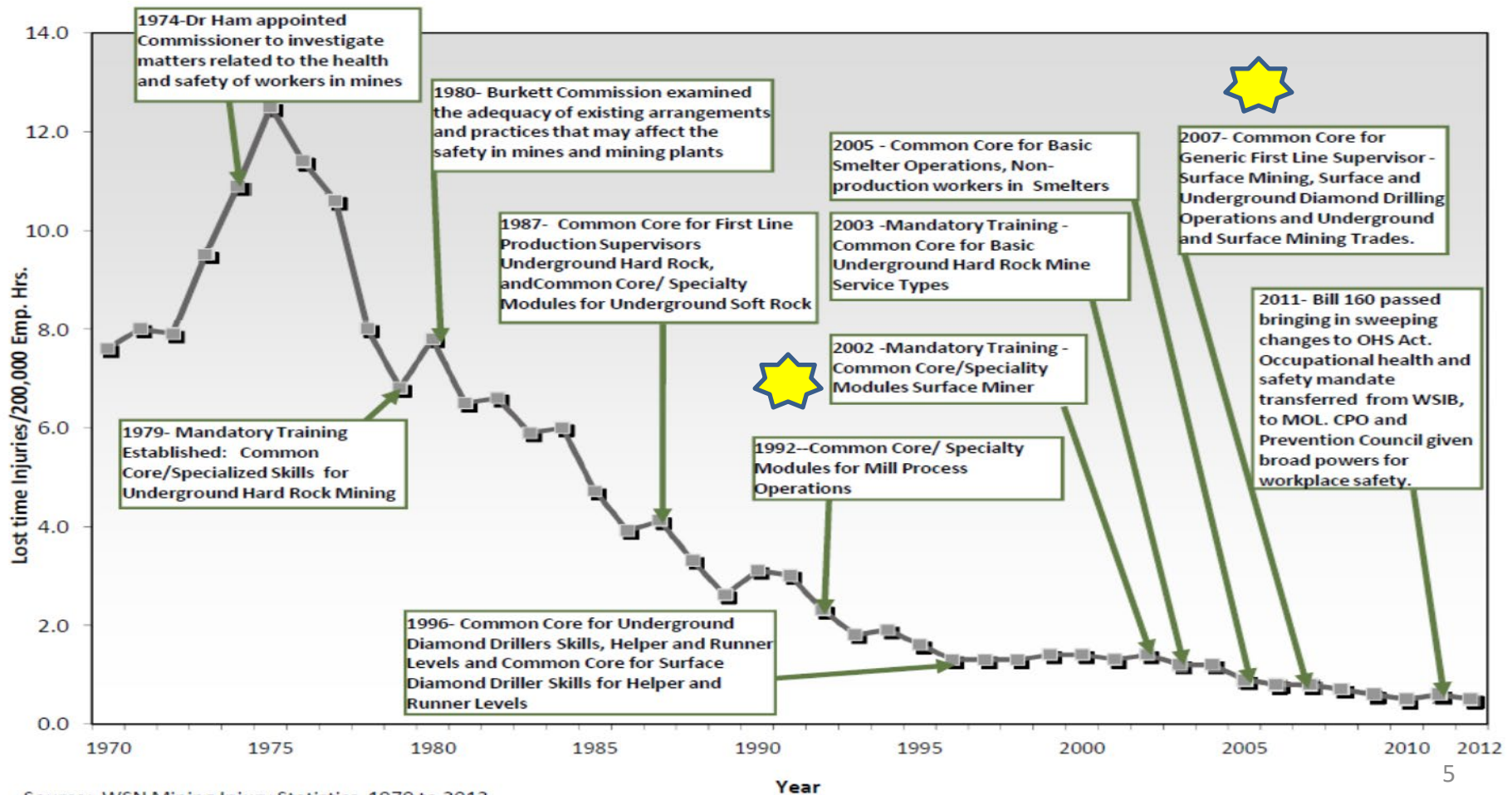
- Workplace Safety North (WSN) is one of four sector-based health and safety associations in Ontario, and the only headquartered in the north.
- WSN provides province-wide, government-approved workplace health and safety services for mining and forest products sectors, as well as for businesses and communities across northern Ontario.
- With health and safety specialists located across the province, WSN and its legacy organizations have been helping make Ontario workplaces safer for more than 100 years.
- For more information, visit workplacesafetynorth.ca.

Agenda

1. Background
2. Review of Signing Authority Guidelines and Audit
3. Support Location(s)
 - I. Workplace Safety North Health and Safety Specialists
4. Sector-specific Support
 - I. Forestry
 - II. Mining
5. Case Studies 2022
6. What does an inspector look for during a visit

Historical context

Lost Time Injuries 1970 to 2012



Source: WSN Mining Injury Statistics, 1970 to 2012.

Previous background



Ministry of Training,
Colleges and Universities Ministère de la Formation
et des Collèges et Universités

This is to Certify that Le présent certificat atteste que

Scott Needs



is hereby given responsibility to determine, for accreditation, those employees who have successfully completed training modules as registered with the Ministry of Training, Colleges and Universities and to sign the appropriate "Training Report".

**Forestry Pit and Road Construction Equipment Operator
600101;600102;600103;600104;600105;600106;600107;600108**

a la responsabilité de désigner, aux fins de l'accréditation, les candidats qui ont terminé avec succès les modules de formation du Ministère de la Formation et des Collèges et Universités, et de signer le «Rapport de formation» approprié.

**Conducteur ou conductrice de matériel d'excavation
forestière et de construction routière**

Domtar Forest Resources

Employer Name
Nom de l'employeur

226626

Employer I.D.
N° d'identité de l'employeur

September 23, 2004

Date Issued
Délivré le

12-1818 (rev12/2003)

Mandatory Skills Training

What forestry operations are considered to be surface mine operations?

Surface mine operations as they apply to forestry include the activities that are required to operate the surface mine. These would include pit preparation, maintenance, rehabilitation or excavation and material-handling operations directly connected to the operation and conducted on the pit site.

Who may conduct the common core classroom training associated with the forestry Surface Miner program?

As of March 1, 2003, the MHEO common core training material has been revised.

Only our certified trainers may provide the MHEO common core classroom training as it relates to the forestry Surface Miner common core program. Employers should make arrangements immediately to register their workers in the Surface Miner certification program through the MTCU office in their area.

Surface Miner Common Core and Common Core for Generic First Line Supervisor – Worker Transcripts

Achievement Certificate

Ontario Ministry of Training, Colleges and Universities Ministère de la Formation et des Collèges et Universités	
ACHIEVEMENT CERTIFICATE CERTIFICAT DE RÉUSSITE	
Name / Nom	Scott Needs
Certificate Name Nom du certificat	Common Core for Generic First Line Supervisor
Issue Date Date d'effet	01-Mar-2014
Program No. N° du program	770141
IDENTIFICATION NO. / N° D'IDENTITÉ: 1166272	CERTIFICATE NO. / N° DU CERTIFICAT: A575551

Ontario Ministry of Training, Colleges and Universities Ministère de la Formation et des Collèges et Universités	
ACHIEVEMENT CERTIFICATE CERTIFICAT DE RÉUSSITE	
Name / Nom	Scott Needs
Certificate Name Nom du certificat	Surface Miner
Issue Date Date d'effet	24-Oct-2009
Program No. N° du program	770210
IDENTIFICATION NO. / N° D'IDENTITÉ: 1166272	CERTIFICATE NO. / N° DU CERTIFICAT: A543063

Ontario Ministry of Training, Colleges and Universities Ministère de la Formation et des Collèges et Universités	
CERTIFICATE OF QUALIFICATION CERTIFICAT DE QUALIFICATION	
Name / Nom	Scott Needs
Certificate Name Nom du certificat	Surface Miner
Issue Date Date d'effet	12-Apr-2014
Program No. N° du program	770210
IDENTIFICATION NO. / N° D'IDENTITÉ: 1166272	CERTIFICATE NO. / N° DU CERTIFICAT: Q576891



Certificate of Qualification

Signing Authority – What do they need to do?

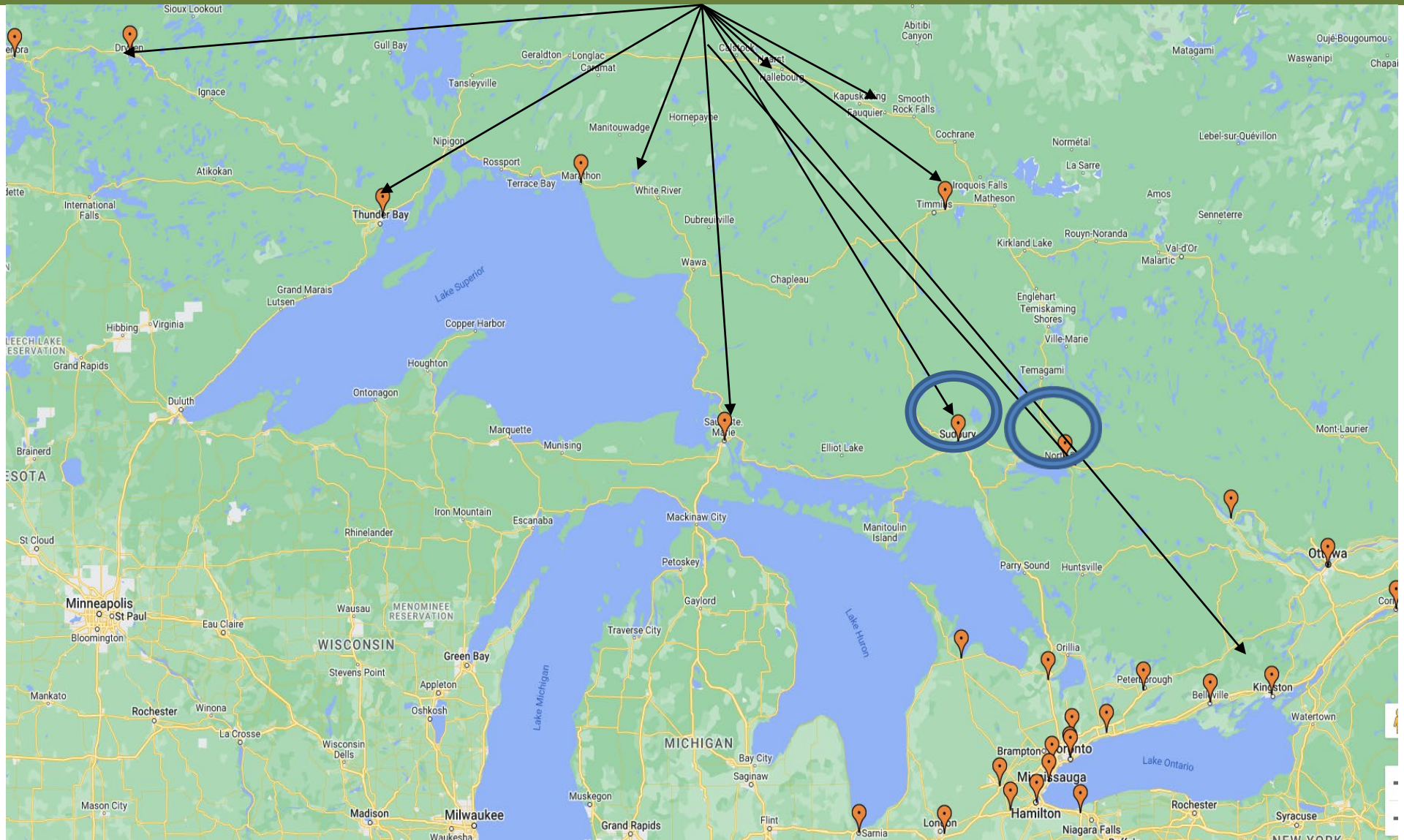
The company signing authority shall perform an annual audit to evaluate the effectiveness and compliance with respect to the **Ministry** Signing Authority Guidelines.

What does an Audit include according to the Signing Authority Audit Guidelines?

The audit will include:

- Annually auditing trainers/instructors to determine their ***effectiveness and compliance with standards*** for safety, quality and performance;
- ***Evaluating the quality*** of lesson plans;
- ***Observing*** the trainers'/instructors' ***teaching techniques*** for the four (4) basic criteria:
 1. Learning
 2. Behaviour
 3. Delivery
 4. Evaluation
- Auditing trainee performance, including “hands on” approach

Find your local Health and Safety Specialist



Case studies 2022

Sector-specific support:

- Critical injury (Surface Miner)
 - Support with Signing Authority process, Train the Trainer, Implementation of Program (Firm size >50)
- Starting of Signing Authority process (Mechanized Harvesting)
 - Firm Size <5
- Change of Signing Authority (Surface Miner)
 - Firm Size >500 - **The employer is required to maintain a signing authority in their operation**
- Support of Licensee (Forestry)
 - Multiple Firms Size >5

Training programs –Cutter Skidder, Mechanical Harvesting Equipment, Forestry Pit and Road Construction Equipment

About

Training

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Training

Mandatory Skills Training

Forestry Common Core

Course Catalogue

Upcoming Training

E-learning

JHSC Certification

Working at Heights

Mandatory Awareness Training

Mandatory Skills Training

Mining

Forestry

Mental Health

Training Partners

Find an Approved Trainer
(Forestry)

Forestry Common Core



Mandatory skills training in Ontario

Ontario law requires chainsaw operators (cutters) and operators of cable skidders and mechanical harvesting equipment to receive common core classroom training on health and safety principles and practices related to the equipment they have been hired to operate.

Training programs

- Course Catalogue
- Upcoming Training
- E-learning
- JHSC Certification
- Working at Heights
- Mandatory Awareness Training
- Mandatory Skills Training
 - Mining
 - Forestry
- Mental Health
- Training Partners
- Find an Approved Trainer (Forestry)
- Find an Approved Evaluator (Forestry)

Mining Common Core for First Line Supervisors



Common Core for First Line Supervisors (Program #770121, #770131 and #770141)

WSN provides legislated training for the Supervisory Common Core, which meets the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) requirements for the mining industry. For a complete listing of course descriptions and availability, [view upcoming training schedule](#).

What does an inspector look for during a visit?

Patrick Vaillancourt, WSN Health and Safety Specialist

Previous background:

- 17 years as a Ministry of Labour Inspector
- 20 years underground as a Hard Rock Miner and Mine Maintenance Technician

What does an inspector look for during a visit?

- Section 11(1) of Regulation 854 for Mines and Mining Plants states:
 - Employers in the following types of mines and mining plants shall establish and maintain the following training programs:
 - Several types of mining activities are covered under this section including mining both on surface and underground and related plants and processes.
 - The former M.T.C.U / M.A.E.S.D. , now amalgamated into the former Ministry of Labour is now called M.L.I.T.S.D.

What does an inspector look for during a visit?

- The Ministry requires all registered Signing Authorities to perform an annual audit.
- This audit evaluates the program, the training needs, and the trainers among other points.
- The Signing Authority Audit Guidelines are available at the Ontario.ca website.

Thank you

Thank you for helping make your workplace safer.

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CMHA Certified Psychological Health and Safety Advisor

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Resources

[Find Your Specialist | Workplace Safety North](#)

[Mandatory Skills Training | Workplace Safety North](#)

[Course Catalogue | Workplace Safety North](#)

[Events | Workplace Safety North](#)

[Signing Authority Guidelines](#)

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