



# SAFETY PROGRAM DEVELOPMENT COURSE

Effective Date: August 13, 2021

Owned by: Program Manager,  
Safety Audits & Certifications

Approval:   
Approved By: Manager,  
Safety Audits & Certifications

Valid Until: August 13, 2024

*Sensitivity Level: Public*

Current approved documents are maintained online. Printed copies are uncontrolled.

## SUMMARY OF CHANGES

This Summary shows:

- All changes from last approved and published document
- The location within the document where the changes have been made

Version	Date	Author(s)	Revision Notes
1.1	October 18, 2018	Melissa Mass	This is the first revision of the Safety Program Development Course Development Procedure. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.
1.2	July 8, 2021	Carol Hockley	3 Year Review

 Requirements changed in the new revision will be identified with a revision triangle beside it.

## SUMMARY OF REVIEWERS

The following people were involved in the review of this Procedure.

Name	Position
Juliet Goodwin	Manager, Safety Audits and Certifications
Carol Hockley	Coordinator, Safety Audits and Certifications
Justin Degagne	Program Manager, Safety Audits and Certifications

*Sensitivity Level: Public*

Current approved documents are maintained online. Printed copies are uncontrolled.



## CONTENTS

Summary of Changes .....	2
Summary of Reviewers .....	2
1.0 About this Procedure.....	4
1.1 Purpose and Direction .....	4
1.2 Scope .....	4
1.3 Target Audience .....	4
2.0 Procedure.....	4
3.0 Roles & Responsibilities for Procedure.....	6
4.0 Reference Documents.....	6

*Sensitivity Level: Public*

Current approved documents are maintained online. Printed copies are uncontrolled.

## 1.0 ABOUT THIS PROCEDURE

### 1.1 Purpose and Direction

This procedure describes the requirements for the Safety Program Development (SPD) course. Energy Safety Canada develops the SPD course and exam to meet the requirements of the governing bodies.

### 1.2 Scope

To participate in the Certificate of Recognition (COR) program, each employer is responsible to develop and implement their own health and safety management system. To assist employers with this task, Energy Safety Canada offers the SPD course for participating employers.

### 1.3 Target Audience

The target audience for this document is all Energy Safety Canada personnel in any work location. This includes Employers and Auditors.

## 2.0 PROCEDURE

### 2.1 Safety Program Development Course Standards

- 2.1.1 The SPD offered by Energy Safety Canada covers the content criteria as established by the governing bodies' standards.
- 2.1.2 The SPD course must be at least two days (minimum 14 hours) in duration.
- 2.1.3 The course exam must measure candidates' achievement of the course's learning objectives. Candidates must achieve a minimum of 80% on the exam to achieve successful completion of the course.
- 2.1.4 The exam must include the following at a minimum:
  - Be composed of no fewer than 40 questions
  - Contain at least 3 different question types (e.g., true/false, short answer and multiple choice, etc.)
  - Each question type must account for at least 10% of the total exam score
  - Allow a maximum write time of 2 hours
  - Require a passing score of 80%
  - Include content from course objectives from Sections A to I as outlined in the governing bodies standards.
  - The content from Sections B, C and D must each account for at least 15% of the total exam score

*Sensitivity Level: Public*

Current approved documents are maintained online. Printed copies are uncontrolled.

- 2.1.5 If the candidates are unsuccessful, they are allowed one rewrite within 30 days of completing the training session otherwise they must retake the course.
- 2.1.6 Energy Safety Canada will keep records of the candidates' participation in the SPD course and their exam results.
- 2.1.7 Energy Safety Canada requires Small Employer Certificate of Recognition and Medium Employer Certificate of Recognition users to complete their SPD course in order to be eligible for certification.
- 2.1.8 Energy Safety Canada will perform a review of the course when changes occur to the audit instruments and related or new standards are introduced by the governing bodies.
- 2.1.9 Candidates can be exempt from taking the SPD course, if they meet the External Auditor prerequisites outlined in Auditor Prerequisites.<sup>1</sup>

## 2.2 Safety Program Development Course Instructor Standards

- 2.2.1 The following qualifications are required for instructors of the SPD:
  - Hold external/professional auditor certification from Energy Safety Canada or be an internal auditor who meets the external certification prerequisites
  - Hold either, a Canadian Registered Safety Professional designation or a Certified Safety Professional designation, or certificate, diploma, or degree in Occupational Health and Safety
  - Have experience with developing safety programs
  - Successfully completed the Energy Safety Canada Instructional Skills Development course
  - Observe, at minimum, one course of SPD given by an approved Energy Safety Canada instructor. Energy Safety Canada or the candidate may opt to observe additional courses prior to moving to the next step
  - Have instructed one SPD course under observation and mentorship by an approved Energy Safety Canada instructor to verify competency
- 2.2.2 Energy Safety Canada will evaluate the instructors' performance at least annually. This will be completed in collaboration with Energy Safety Canada's Evaluations department's instructor evaluations.

*Sensitivity Level: Public*

Current approved documents are maintained online. Printed copies are uncontrolled.

### 3.0 ROLES & RESPONSIBILITIES FOR PROCEDURE

Energy Safety Canada	<ul style="list-style-type: none"> <li>○ Review potential instructors to ensure they meet the requirements for instructor qualifications, training, and experience for the delivery of their SPD course.</li> <li>○ Evaluate the performance of instructors on an annual basis and provide feedback.</li> <li>○ Include in the course an exam to measure whether candidates have understood course learning objectives.</li> <li>○ Track candidates’ participation and successful completion of the course exam.</li> <li>○ Notify the governing bodies when changes are made that affect the required content criteria of the SPD course and submit the course material for verification.</li> </ul>
Governing Bodies	<ul style="list-style-type: none"> <li>○ Review and verify that SPD course content meets the content criteria established by the governing body.</li> <li>○ Review and approve the SPD course exam.</li> </ul>
Candidate	<ul style="list-style-type: none"> <li>○ Participate in the SPD course and achieve a minimum score of 80% on the course exam.</li> </ul>

### 4.0 REFERENCE DOCUMENTS

SAC-PRO-035 Auditor Prerequisites

Alberta Government Reference: Standard 5.1 OHSMS Building Course Content

*Sensitivity Level: Public*

Current approved documents are maintained online. Printed copies are uncontrolled.