

*This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.*

**[insert company info here]**

## COMPETENCY

<b>Date of Issue:</b>	
<b>Written by:</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Date:</b>
<b>Approved by:</b>	<b>Date:</b>

### PURPOSE

This procedure establishes requirements with respect to hiring, training, performance management and promotion to ensure that all *Company Name* workers are competent from a health and safety perspective. This procedure is further intended to promote a uniform standard of occupational health and safety knowledge amongst workers and supervisory staff throughout *Company Name*.

### SCOPE

This procedure applies to all employees, including Senior Management. These responsibilities reflect the requirements of the Occupational Health and Safety Act (OHSA) and the specific company responsibilities for workers and supervisors.

### RELATED DOCUMENTATION

#### Internal

Health and Safety Responsibilities Procedure  
 Health and Safety Training  
 Legal and Other Requirement  
 Health and Safety Accountabilities

#### External

*Occupational Health and Safety Act (OHSA)*

### DEFINITIONS

Competent Person	As per the OHSA, means a person who, (a) is qualified because of knowledge, training and experience to organize the work and its performance; (b) is familiar with the OHSA and the regulations that apply to the work; and,
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	(c) has knowledge of any potential or actual danger to health or safety in the workplace.
OHSA	Occupational Health and Safety Act
Supervisor	As per the OHSA, means a person who has charge of a workplace or authority over a worker
Worker	As per the OHSA, means a person who performs work or supplies services for monetary compensation.

**ROLES AND RESPONSIBILITIES**

**Management is responsible to:**

- Incorporate occupational health & safety training courses into the worker training and supervisor’s supervisory training.
- Establishing a mechanism for documenting and tracking worker and supervisory occupational health and safety training.
- Orient new workers to health and safety hazards, issues and protective measures, and assign them to a competent supervisor for direction.
- Orient new supervisory staff to health and safety hazards, issues and protective measures within their area of responsibility in advance of assigning them supervisory responsibilities.
- Ensure that all supervisory staff appointed demonstrate health and safety competency.
- Ensure that all current supervisory staff is competent.
- Include occupational health and safety competency in performance evaluations for those supervisors whose job responsibilities have a significant health and safety component.
- Conduct an annual assessment of the occupational health and safety training needs of workers and supervisory staff and providing such ongoing training as may be needed (i.e. to address identified health and safety issues, new legislation, injury trends, etc.)

**Supervisors are responsible to:**

- Attend required supervisory occupational health and safety competence courses.
- Ensure they are fully knowledgeable of work-related hazards to which their employees are exposed and controls to protect from these hazards (as covered in worker health and safety training courses).
- Making ongoing efforts to familiarize themselves with legislative health and safety requirements
- Bring forward to senior management their occupational health and safety training needs, on an ongoing basis and during the annual needs assessment
- Apply the occupational health and safety knowledge acquired through training and other methods of communication to protect worker health and safety and ensure legislative compliance within their area of responsibility.
- Additional responsibilities are included in Section 27 of the OHSA.

**Workers responsible to:**

- Attend required occupational health and safety courses.
- Work in accordance with the OHSA.
- Additional responsibilities are included in Section 28 of the OHSA.

**Joint Health & Safety Committee/Worker Health & Safety Representative is responsible to:**

- Monitor the level of occupational health and safety supervisory competence achieved.
- Report any significant compliance concerns, with recommendations to address these concerns, to senior management.

**PROCEDURE**

Worker and supervisor health and safety responsibilities will be communicated to all either during orientation, in person, or through email.

Senior management is responsible to communicate any revisions to their worker and supervisor competencies and responsibilities at the beginning of each staff meeting.

All management require training on their legislative and their internal health and safety responsibilities to hire and appoint individuals into supervisory positions.

A review of the worker and supervisor competencies will be done on an annual basis. This evaluation will measure compliance of each health and safety responsibility and will be conducted by senior management in cooperation with the joint health & safety committee/worker health & safety representative.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name & Title (please print)

\_\_\_\_\_  
Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

## **BE CAREFUL OF ALL DATES:**

**DO NOT USE OLD INCORRECTLY DATED DOCUMENTS**

**ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act**

## **WSIB GUIDELINE:**

### **Competency**

**Prerequisite(s):** All level 1 topics, and should be selected at the same time as **health and safety training**

#### **Summary:**

All businesses need to be confident that the people performing tasks for, or on behalf of, the business are competent to do so.

#### **Requirements:**

Competent means that a person has:

1. Knowledge of, and ability to recognize, the hazards and risks associated with the tasks for the operations and activities
2. Demonstrated understanding and working knowledge of the control measures associated with the hazards and risks
3. Training related to the hazards, risks and associated control measures
4. The skillset, ability and willingness to deal with the hazards, risks and control measures

Your business must establish, implement monitor and maintain a competency program that includes:

1. Identification of task competency expectations
2. Identify and list the required health and safety certification(s) and licenses for all positions to ensure that any person who performs a task has current certification(s) and licenses
3. Training needs analysis or assessment for each position
4. A review at regularly planned intervals

Your business must take into account:

- Different levels of responsibility of those being trained (e.g., training may be different for supervisors and managers)
- Literacy, language skills and overall ability of those being trained
- Likelihood of exposure to the hazards and risk