

Approval Date: November 16, 2015

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Parent Policy: [Environment, Health and Safety Policy](#)

## Assignment of Accountability: 3.0 Training and Competency

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| <b>Office of Administrative Responsibility:</b> | Environment, Health and Safety  |
| <b>Approver:</b>                                | Associate Vice-President (Risk Management Services)   |
| <b>Scope:</b>                                   | Compliance with this university policy/procedure extends to all academic, support and excluded staff, postdoctoral fellows, as outlined and defined in the <a href="#">Recruitment Policy (Appendix A and Appendix B: Definitions and Categories)</a> ; undergraduate, graduate and Faculty of Extension students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers. |

### Overview

All **workers** engaged in **university affairs** must be trained and **competent** to do so, as per legislation. Training and competency aid in the prevention of **incidents** that may result in injury, illness or damage to property or the environment.

### Purpose

The purpose of this document is to mandate the provision of environment, health and safety orientation and training to all current and newly hired, transferred or re-assigned workers. **Senior administrators** have the responsibility to ensure this procedure is implemented in their respective **unit(s)**.

### **ACCOUNTABILITIES**

Senior administrators will allocate resources to ensure workers are trained and competent to perform tasks safely.

All current and newly hired, transferred or re-assigned workers must complete the following training:

- University of Alberta Environment, Health and Safety Management System training
- Faculty/Portfolio orientation
- Workplace task/**hazard** specific training as identified by hazard assessments.

Workers must demonstrate and be evaluated on their competency before beginning tasks. Additional training will be required as changes occur in the workplace and to ensure ongoing competency.

All training must be recorded and records must be maintained for the duration of employment.

For detailed information, consult the procedures under “Related Links.”

## **DEFINITIONS**

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

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| Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">[▲Top]</a> |   |
| <b>Worker</b>  | A person engaged in an occupation (includes students, post-doctoral fellows, contractors, volunteers, etc.)   |
| <b>University Affairs</b>  | Any activity that is directly related to or arising out of the operations of the university at any location   |
| <b>Trained</b>   | Or any similar term, means to give information and explanation to a worker with respect to a particular subject matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject matter   |
| <b>Competent</b>   | Adequately qualified, suitably trained, with sufficient experience, and able to demonstrate the ability to perform work safely without supervision or with only a minimal degree of supervision   |
| <b>Senior Administrator</b>  | The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director   |
| <b>Incident</b>  | An occurrence, arising in the course of work, that could or did result in an injury, illness, property damage or release to the environment (includes near misses).   |
| <b>Health and safety</b>   | Physical, psychological and social well-being   |
| <b>Unit</b>  | Entities that are part of the legal entity "The Governors of the University of Alberta" This would include faculties, departments, schools, operational units such as parking services and housing and food services, academic centres and institutes, and some affiliated centres and institutes |
| <b>Hazard</b>  | A situation, behaviour, condition or thing that may be dangerous to the environment and to the safety or health of the University community   |

## **FORMS**

[Training Record Template](#)