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 to the environment.

Purpose

The purpose of this document is to mandate the provision of health, safety, and environment 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). Supervisors have a responsibility to ensure that their workers receive required training and are competent to perform work safely. Supervisors must also track completion of required training for workers reporting to them and retain records of training.

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 Health, Safety, and Environment Management System training
  - Supervisors must complete the mandatory Supervisory HSE Professional Development course.
  - Workers must complete the mandatory Working Safely at the U of A course.
- Workers must complete the Workplace Violence and Harassment Training course.
- 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 in accordance with the U of A Records Management Policy.

**DEFINITIONS**

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

<table>
<thead>
<tr>
<th>Worker</th>
<th>A person engaged in an occupation (includes students, post doctoral fellows, contractors, volunteers, etc.)</th>
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<tbody>
<tr>
<td>University affairs</td>
<td>Any activity that is directly related to or arising out of the operations of the university at any location</td>
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<td>Competent</td>
<td>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</td>
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<td>Incident</td>
<td>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).</td>
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<td>Senior administrator</td>
<td>The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director</td>
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<td>Unit</td>
<td>A designation used to denote academic and non-academic departments, faculties, schools, institutes, and centres at the University of Alberta</td>
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<td>Hazard</td>
<td>A situation, behaviour, condition or thing that may be dangerous to the environment and to the safety or health of the university community</td>
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**FORMS/RESOURCES**

HSE training webpage

HSE forms and documents webpage (for training and competency resources)