

U of A Policies and Procedures On-Line (UAPPOL)

Original Approval Date: December 17, 2018

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Parent Policy: Assignment of Accountability 3.0: Training and Competency

Training and Competency Procedure

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| Office of Administrative Responsibility: | Environment, Health & Safety |
| Approver: | Director, Environment, Health & Safety |
| Scope: | Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories) ; 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

Occupational Health and Safety legislation requires that **workers** engaged in **university affairs** receive **training** and can demonstrate they are **competent** to perform their work safely.

Effective training enhances the quality of our research, teaching and learning efforts, and aids in the prevention of **incidents** that may result in injury, illness, or damage to property or to the environment.

Purpose

The purpose of this procedure is to ensure compliance with occupational health and safety legislation pertaining to training and competency.

Senior administrators must implement this procedure in their respective **unit(s)**.

PROCEDURE

This procedure will assist senior administrators in understanding legislative compliance requirements to ensure that workers participate in training and can demonstrate competency to perform tasks safely.

Training required must be identified in the hazard assessment process. Refer to the Hazard Identification, Assessment, and Control Procedure for more information.

1. Training

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

A. Orientation to workplace safety practices

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An orientation must include an introduction to the following:

- The institutional vision, mission, and values as they relate to safety
- The rights and responsibilities of a worker, as they relate to safety
- Workplace hazards and control measures
- Emergency response procedures
- Injury, illness and property damage reporting
- Other training as identified through the Hazard Identification, Assessment, and Control (HIAC) Procedure

B. Workplace task/hazard specific training

Before beginning a new task or undertaking a task in a new work area, workers must participate in the following:

- A hazard assessment of the task
- Hazard specific training
- Supervised, hands on training and an evaluation of their competency by a supervisor

C. Ongoing and refresher training

Workers must complete refresher training to ensure that qualifications, knowledge, and skills are current and relevant to the tasks performed.

Refresher training must be completed:

- As required by legislation or according to university policy
- When changes occur in the workplace (e.g., new hazards, new or modified methods, equipment, or technology)
- If skills have not been used recently
- After a significant incident or near miss event

2. Determining Competency

Before workers can perform a task unsupervised, supervisors must document the following competency measures:

- Duration of supervised practice
- Completion of relevant online or in person training
- Practical demonstration of the task without assistance

Competency measures and documentation should reflect the risk associated with the task.

3. Training Records

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Supervisors are responsible to retain all records of environment, health, and safety training for the duration of a worker's employment and for a period of five years thereafter. Supervisors should also review records regularly to ensure that training is up to date and meets legislated requirements. If refresher training has occurred, records need only reflect the most recent date of completion. Training records must include the following information:

- Name of instructor
- Date(s) training was completed and competency established
- Topics covered
- Employee signature or completion certificate

For detailed information, consult the standards 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. [▲Top] | |
| Worker | Means a person engaged in an occupation (includes graduate students, post-doctoral fellows, contractors, volunteers, etc.). |
| University Affairs | Any activity that is directly related to or arising out of the operations of the university at any location |
| Training | 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. |
| Competent | Means adequately qualified, suitably trained and with sufficient experience to perform work safely without supervision or with only a minimal degree of supervision. |
| Incident | An undesired, unplanned, or unexpected event that could or did result in an injury, illness, or damage to property or the environment. |
| Senior Administrator | President, Vice-Presidents, Deans and Chairs, AVP, Executive Directors, Directors |
| Unit | 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. |
| Supervisor | A person who has charge of a worksite or authority over a worker (from Bill 30) |

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| Hazard | Is a situation, behaviour, condition or thing that may be dangerous to the environment and to the safety or health of the University community |
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FORMS

[Hazard Assessment Web Application](#)

[Training Record Template](#)

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

RELATED LINKS

[Alberta Occupational Health and Safety Act, Regulations and Code](#)

[Hazard Identification, Assessment, and Control Procedure](#)

[University of Alberta Institutional Plan](#)

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List any related links in alphabetical order. Try to link to lead sites that will remain current (eg: the Government of Alberta's Queen's Printer main page).