



JOB COMPETENCY (TRAINING)

Purpose

The purpose of this program is to ensure all employees are appropriately trained and competent to perform their job.

Scope

This procedure applies to all CDH Consulting operations.

Responsibilities

CDH Consulting Safety Manager or Designee

- Identifies, updates and monitors minimum qualification requirements, job titles and training documentation.
- Supplies training reports to clients and CDH Consulting management as requested.

Site Manager and Supervisors

- Shall ensure all employees assigned to their project meet job competency requirements and complete training identified in the training matrix specific to their location.
- Shall ensure all employees have sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Employees

- Attend and follow requirements of all training provided.

General

At CDH Consulting, our view of competency assurance involves the continuous assessment of training and development needs against a person's responsibilities, abilities and critical activities.

Organizational Chart

An organizational chart or a list of job titles/roles has been established by CDH Consulting. Based on the positions and their exposure to risk their required training is entered into each worksite's training matrix.

Identification of Minimum Qualifications

Minimum qualification requirements are identified for each role by CDH Consulting. This may be a combination of education and work experience. Minimum qualifications required to perform each role have been determined and established. Safety training completion for the indicated job title is required before full qualifications are met to allow an employee to begin work.

Documentation

Documentation is obtained from employees to demonstrate they meet the qualifications of their job. CDH Consulting has established a procedure to ensure that documentation is acquired from employees as proof that they are qualified to perform their job duties. Based on the job description requirements documentation may include educational, certifications, licenses, prior acceptable training course completion, etc. Documentation is reviewed and confirmed as actual during the employee hiring process.



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Training and Competency Needs

Employees (new or transferred) are provided job specific training related to their roles and responsibilities. All employees must be trained on the tasks they perform on a regular basis. Training is identified in our training matrix which specifies safety and health training needs by job title.

All training records are maintained on site either by the CDH Consulting Safety Manager, management or their designee.

All training must be documented with: date; employee name, employee signature; instructor name; instructor signature and title of course.

Verification Before Being Allowed to Work

Competency is verified before employees are permitted to perform tasks independently. A competent person (supervisor, lead hand, instructor, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently. If there is a site Short Service Employee (SSE) program established the new or transferred employee will fall under the SSE requirements as well.

Training requirements are tracked by the CDH Consulting Safety Manager or designee and formal training sessions are conducted either on or off site by the Safety Manager or competent/qualified instructor for the required subject matter.

Supervisor Safety Management Training

Supervisors and managers receive annual, documented safety management system training.