

## **POLICY**

Hawk Energy, LLC has implemented this policy to inform employees of the written Job Competency policy in the workplace. This ensures the health and safety of employees at the work site.

## **RESPONSIBILITIES**

### **David Slim Responsibilities**

- Ensuring all employees meet the competency requirements for their role

## **ENSURING THAT STAFF RECEIVE SUITABLE SAFETY TRAINING AND REFRESHER TRAINING TO CARRY OUT THEIR ROLE**

- Consulting with staff about the measures to be taken to improve safety programs
- Ensuring, as far as is reasonably practicable, that adequate financial provision and other resources are made available to institute the required safety training

### **Employees Responsibilities**

- Providing documentation as proof that they are qualified to perform their job duties
- Documentation will be provided prior to being assigned a job title and role within the company
- Maintaining technical qualification through refresher training
- Maintaining required safety training through refresher courses

## **TRAINING**

Hawk Energy, LLC will ensure that job-specific training is provided for new or transferred employees. All employees will be trained on the tasks they perform regularly.

## **VERIFIED COMPETENCY**

It is a requirement of Hawk Energy, LLC that prior to an employee being allowed to work independently, a competent person (Supervisor, Lead Hand, Foreman, etc..) will verify that the employee is competent to perform their roles and responsibilities.

## **ORGANIZATIONAL CHART**

Hawk Energy, LLC has established an organizational chart listing the job titles and roles of the jobs in the Company. This chart is posted on the company bulletin board, or a place as designated by management.

The minimum qualifications required to perform each role are determined by education and work experience. The program addresses minimum qualifications before hiring.



