


# Best Practices XIX



Worker  
Competency Verification  
(WCV)

- Vision Statement
- Mandate & Method of Development
- Definitions
- Responsibilities
- Worker Competency Verification





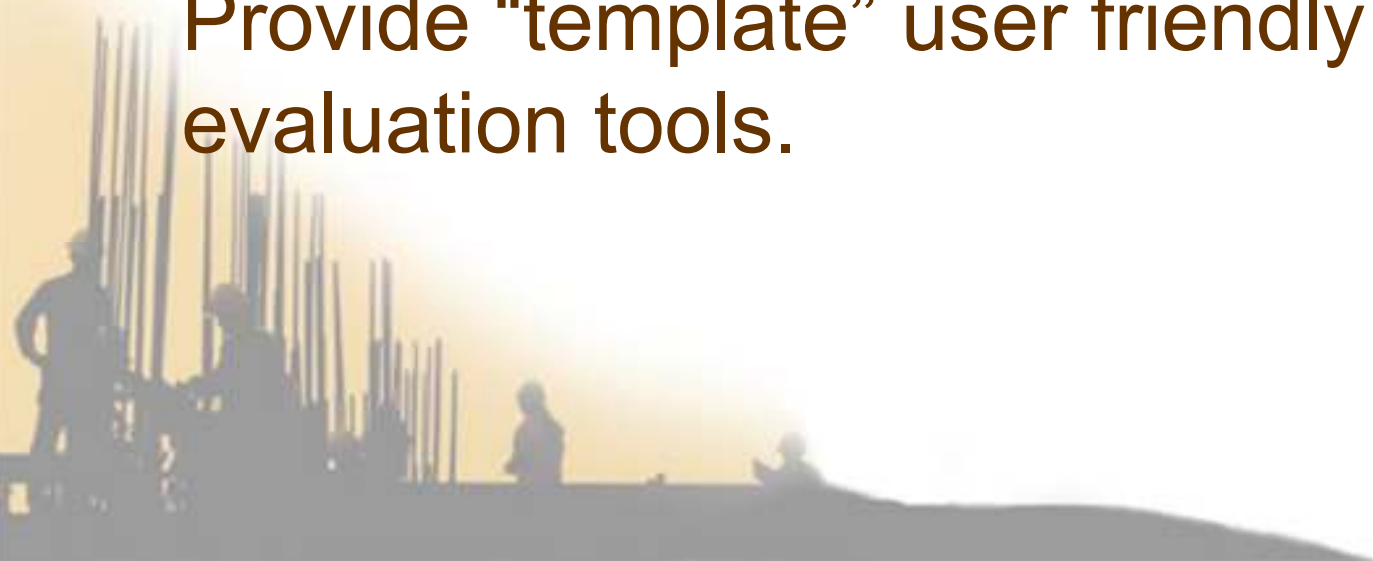
# Safety Vision Statement

No one gets hurt in  
heavy industrial construction



Develop an industry best practice to outline minimum components for the evaluation, assessment and verification of an employee's competence level.

Provide “template” user friendly competency evaluation tools.





# Method of Development

Continuous Improvement

**World Class Performance**

Collaborative Approach



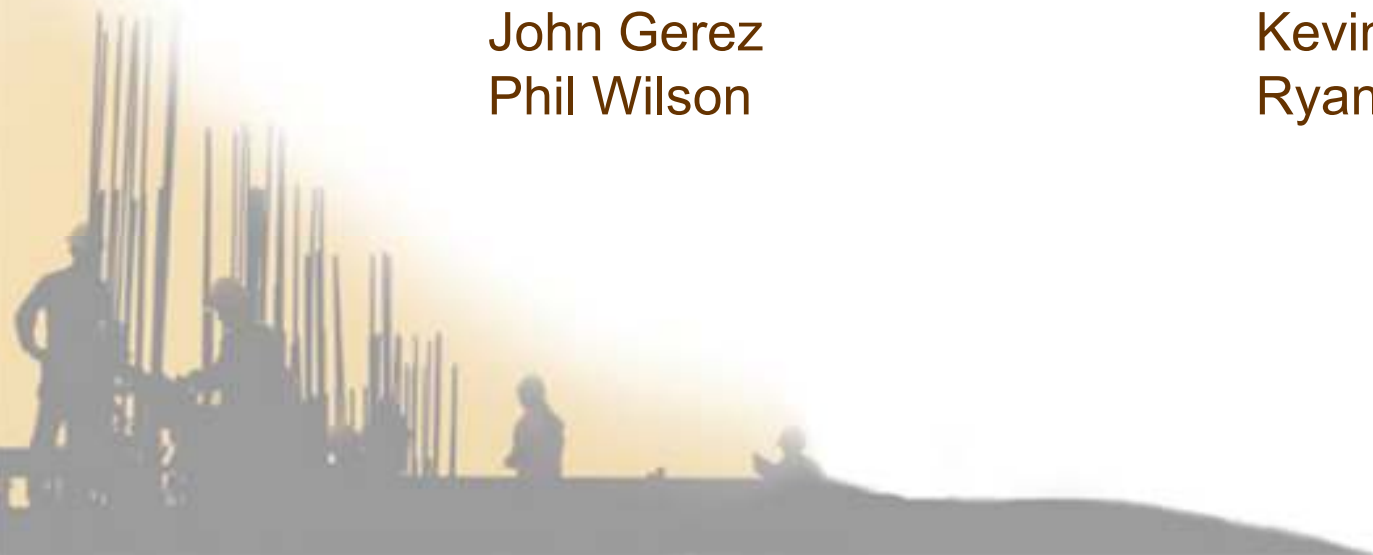


# Method of Development

## Worker Competency Verification Sub-Committee

David Gagnon  
Greg Reid  
Guy Lambert  
Verne Middleton  
John Gerez  
Phil Wilson

John Davidson  
Todd MacDonald  
Tim Gondek  
Winston Fynn  
Kevin Barnes  
Ryan Heinish (Chair)



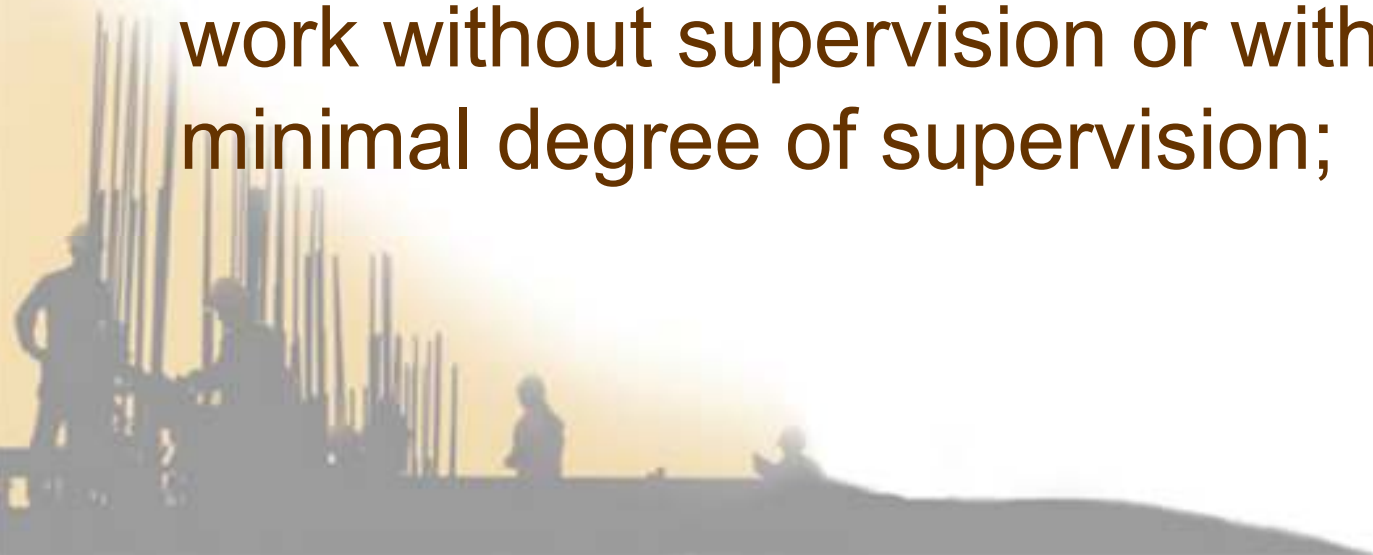
## Worker Competency Verification Sub-Committee Extended Team

Alberta Human Rights Commission  
Alberta Workplace Health & Safety  
Owners  
Employers  
Employees  
Labour Representatives  
Health, Safety & Environment Professionals  
Social Media (LinkedIn)



The Alberta Occupational Health and Safety (OH&S) Code defines competent as follows:

“competent” in relation to a person, means adequately **qualified**, suitably **trained** and with sufficient **experience** to safely perform work without supervision or with only a minimal degree of supervision;

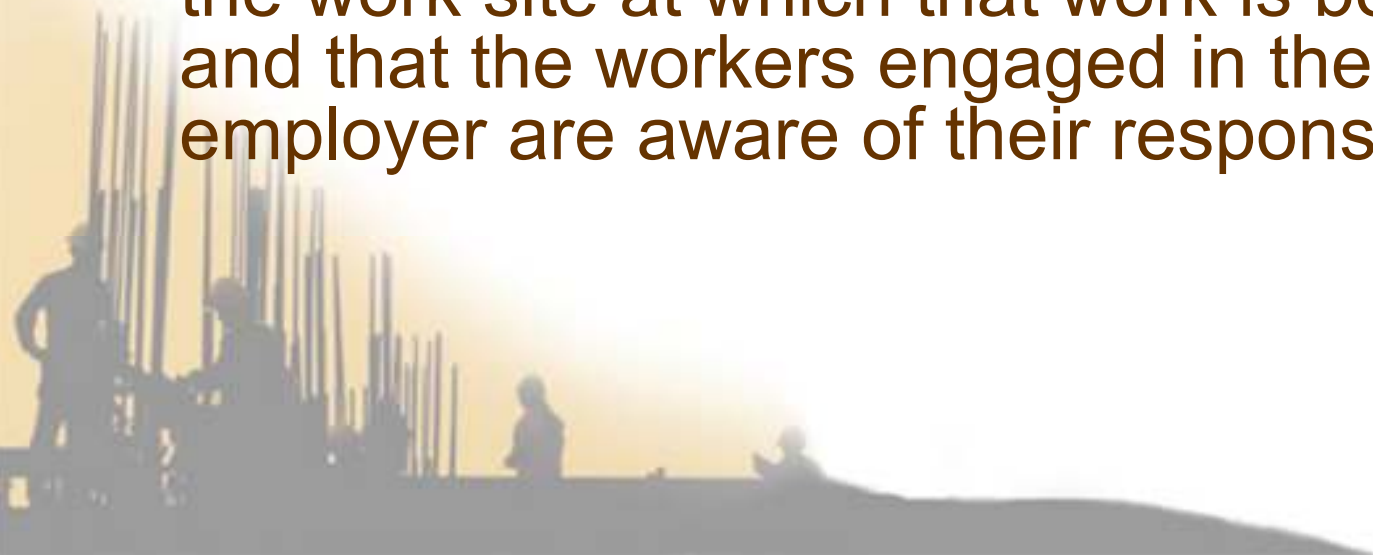




## Due Diligence

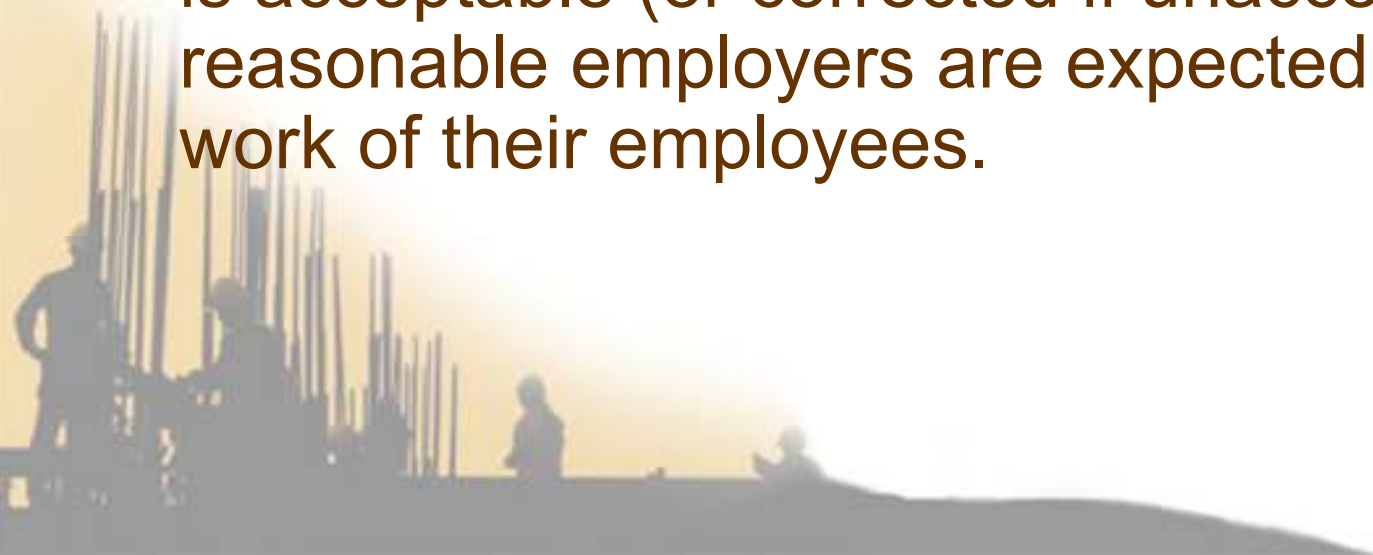
Every employer shall ensure, as far as it is reasonably practicable for the employer to do so,

the health and safety of workers engaged in the work of that employer, and those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and that the workers engaged in the work of that employer are aware of their responsibilities



Due diligence also means a responsibility to:

train the worker, which includes training in appropriate safe work policies, practices and procedures; and monitoring the worker after they receive their training to verify that their performance is acceptable (or corrected if unacceptable) — reasonable employers are expected to monitor the work of their employees.



We all have responsibilities under legislation.

1. Owners / Prime Contractors
2. Employers
3. Employees

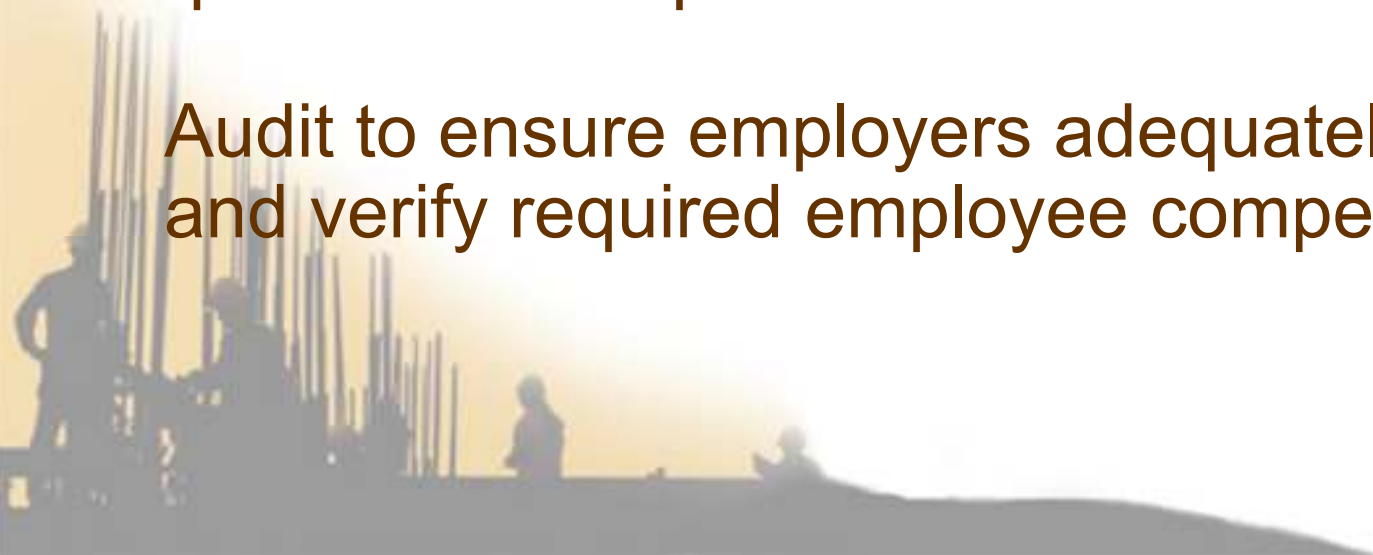


## Owners / Prime Contractors

Require contractors to have competency verification programs in their health and safety management systems

Include competency verification systems in pre-qualification requirements

Audit to ensure employers adequately train, mentor and verify required employee competencies.



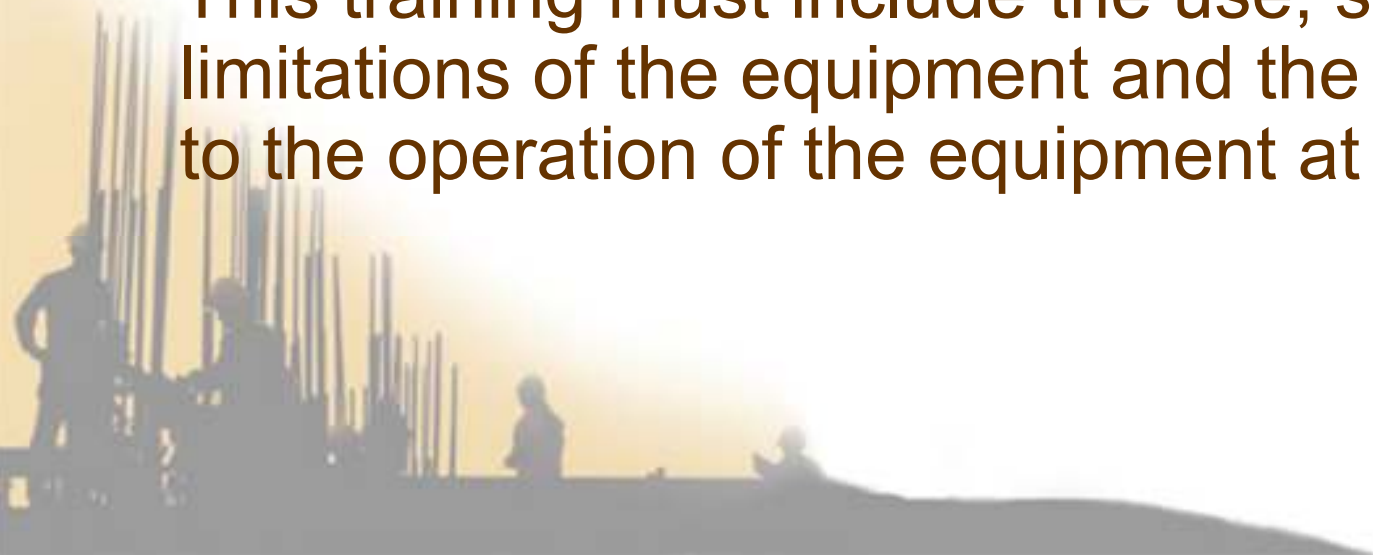


# Responsibilities

## Employers

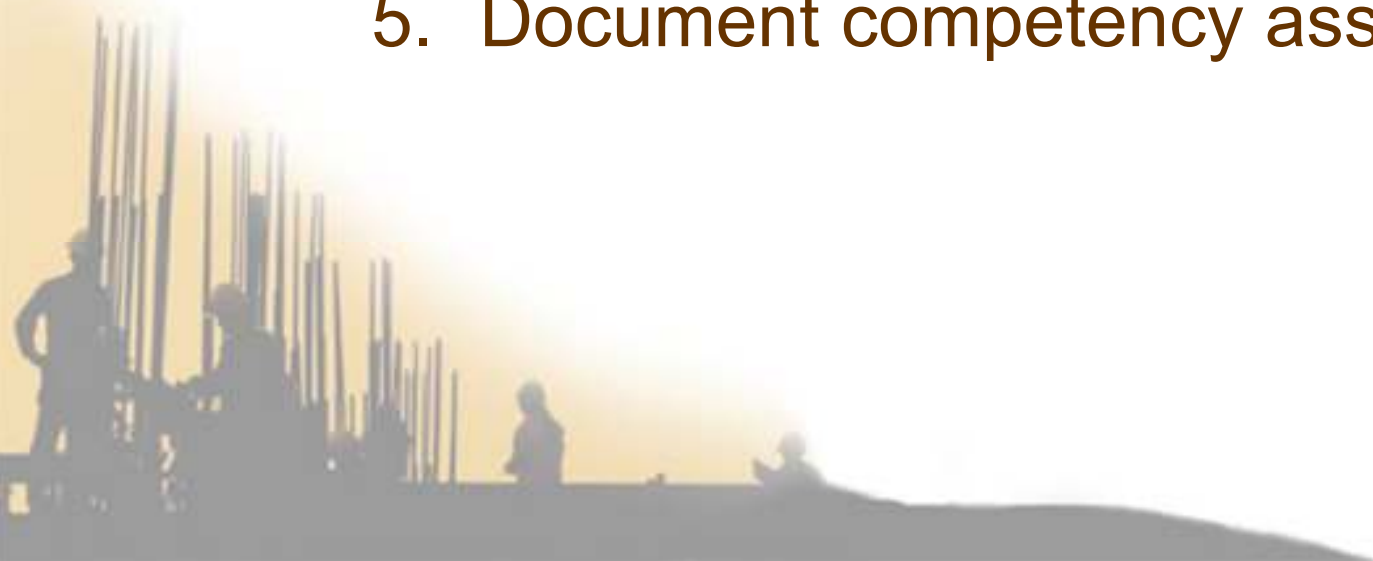
Employers must ensure that a worker is trained in the safe operation of the equipment the worker is required to operate. Equipment includes all “things” used to equip workers at a work site and includes tools, supplies, machinery, etc.

This training must include the use, selection and limitations of the equipment and the hazards specific to the operation of the equipment at the work site.



## Employers

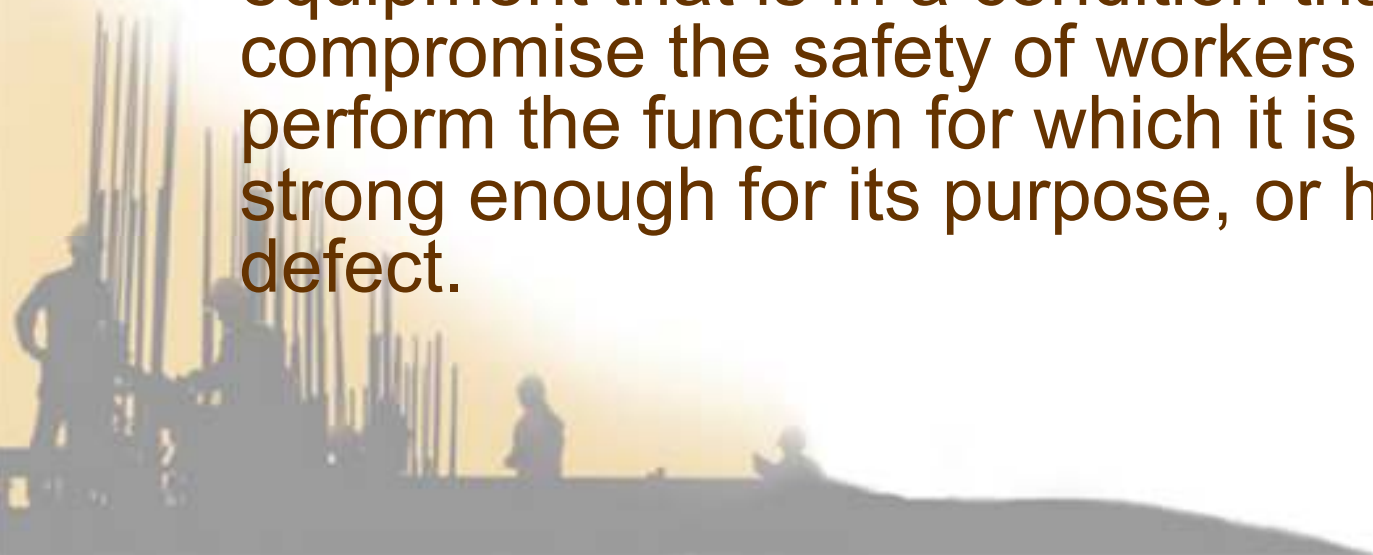
1. Identify competency requirements
2. Ensure Qualification – Confirm Experience
3. Train & educate workers
4. Track and monitor competency levels
5. Document competency assessments



## Employees

A worker who is not competent to perform work that may endanger the worker or others must not perform the work except under the direct supervision of a worker who is competent to perform the work.

A worker must immediately report to the employer equipment that is in a condition that will compromise the safety of workers using it, will not perform the function for which it is intended, is not strong enough for its purpose, or has an obvious defect.



## Qualifications

Verification of qualifications can be done in various ways. Examples are detailed within the WCV best practice.





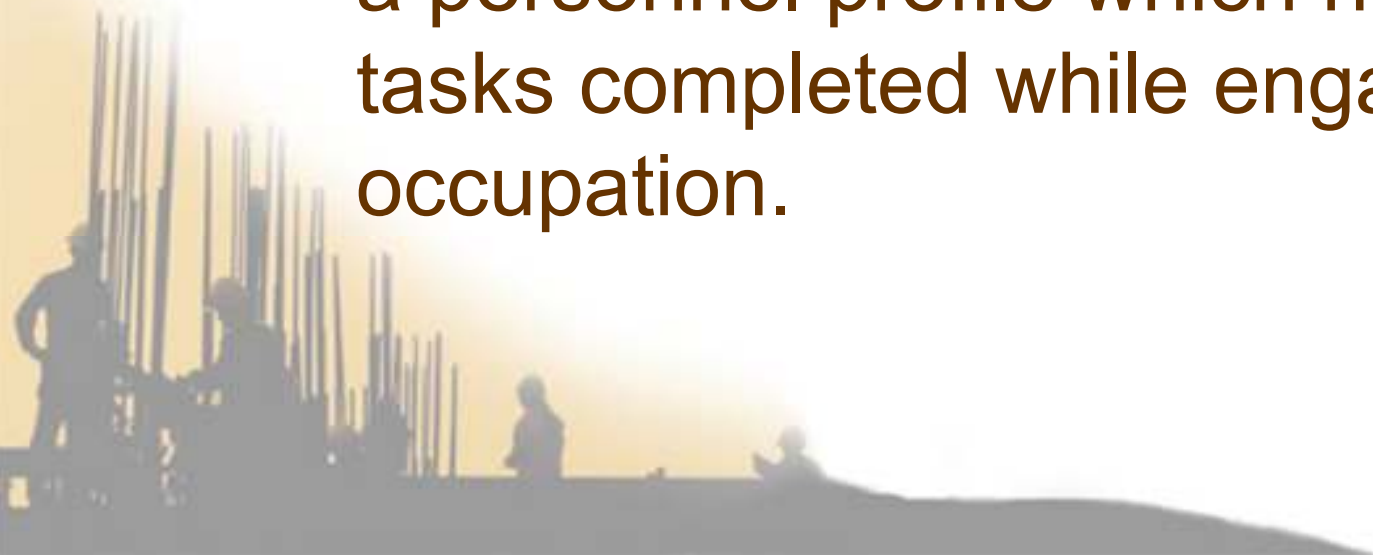
## Training

Training can be verified by confirming that workers have completed the appropriate and required training by presentation of training certificate. Examples of which are detailed within the WCV best practice.



## Experience

Experience verification is one of the more difficult components of competency to satisfy however, it can be achieved by a few simple questions at time of hire and a personnel profile which highlights the tasks completed while engaged in the occupation.



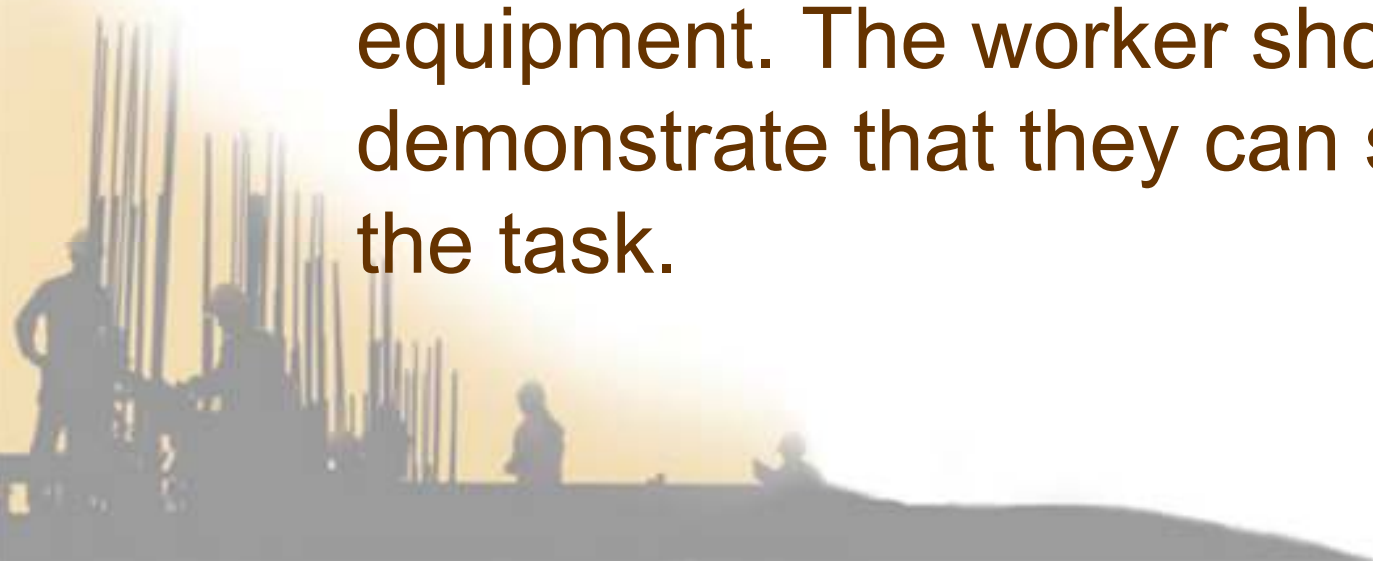
## Experience Verification Tools and Templates

- REF00A Worker Limitation Experience
- REF00B Work History / Experience
- REF00C Supervisor Skills Assessment
- Etc.



## Practical Competency Verification

Competency should be verified by demonstration. A worker should be able to demonstrate competency in performing work tasks or using equipment. The worker should be able to demonstrate that they can safely perform the task.



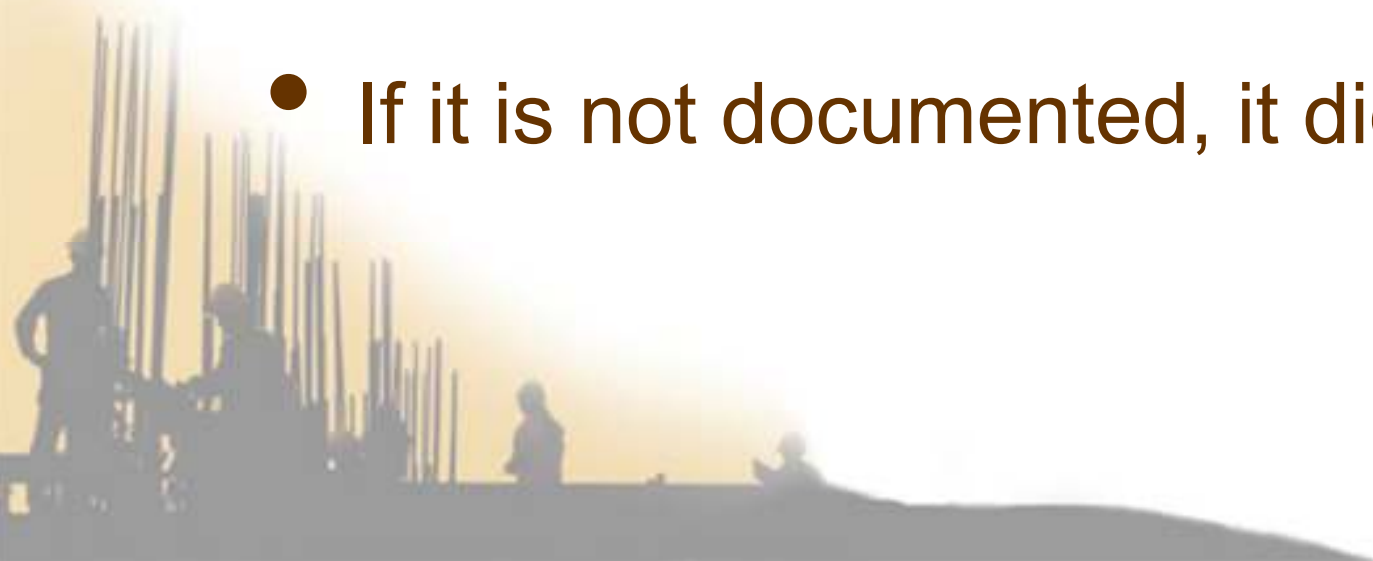
## Practical Competency Verification Tools and Templates

- REF004 Hand Signals - Competency Verification
- REF005 Powder Actuated Tool - Competency Verification
- REF006 Chop Saw - Competency Verification
- Etc.



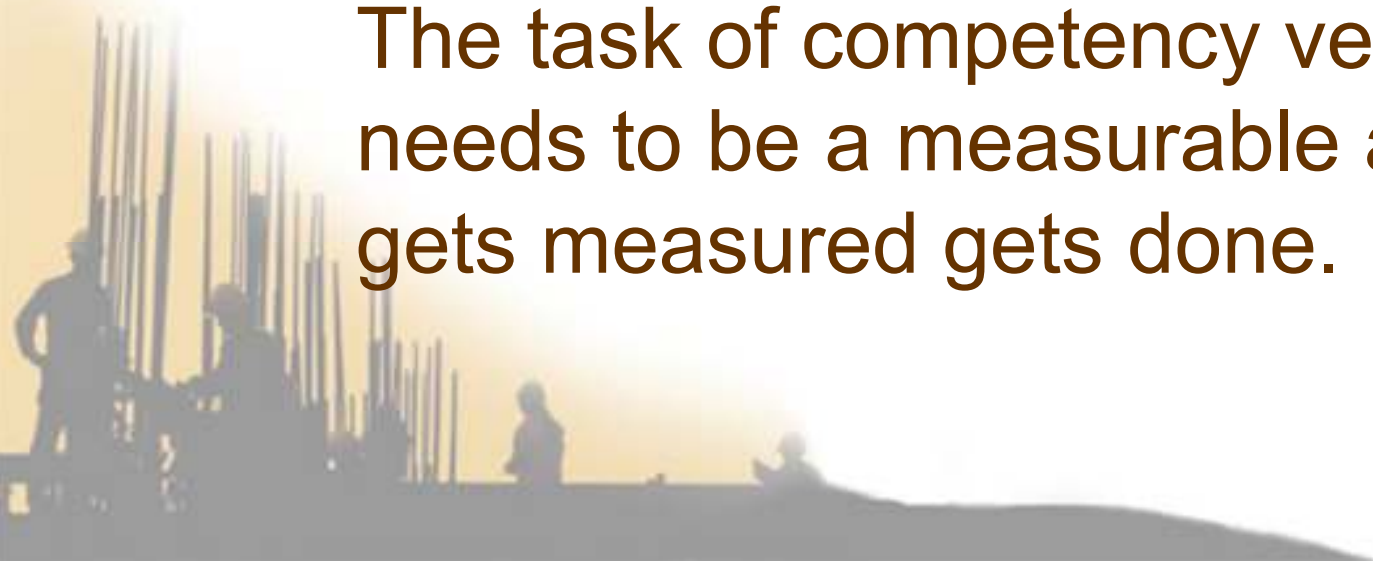
## Record Keeping – Documentation

- Accurate documentation of worker competency protects the employer and the employees.
- If it is not documented, it did not happen.



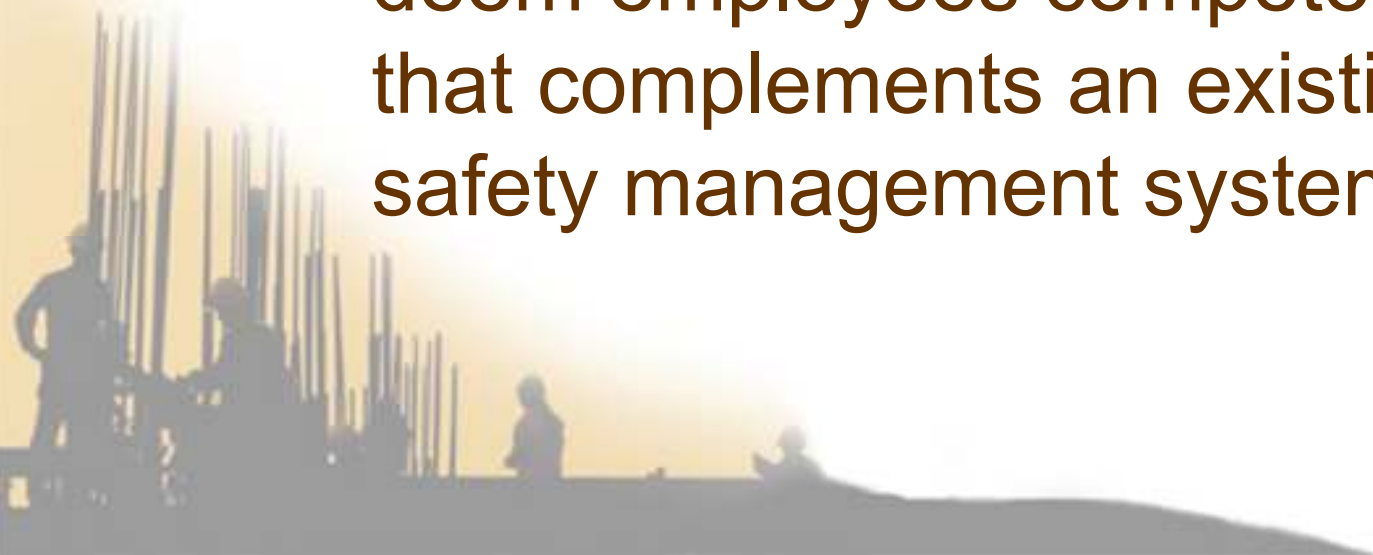
## Competency Auditing/Inspection

If not already included, add competency verification to the company audits and inspections element of the organizations health and safety management system. The task of competency verification needs to be a measurable activity. What gets measured gets done.



## “Other” Practices, Methods to Support Competency Verification

This WCV best practice does not replace existing methods to help employers deem employees competent. It is a tool that complements an existing health & safety management system.







# WCV Best Practice

Continuous Improvement

**World Class Performance**

Collaborative Approach



Questions ???

