WORKER COMPETENCY VERIFICATION

A Best Practice of the

Construction Owners Association of Alberta

October 2011

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1.0 INTRODUCTION

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;*

In many sections, the OH&S Code requires employers to provide competent workers to perform tasks which are potentially hazardous to unskilled persons.

It is a legal requirement that every employer is responsible to ensure worker competency. The employer must ensure that worker competency is at a level that adds value to production, assists in the maintenance of a safe and healthy work environment and reduces the hazards within the workplace. By collectively ensuring a reasonable and practicable approach to confirming competency, all employers can feel confident that performance should improve and loss should be prevented.

1.1 Purpose

This Best Practice is intended to help employers develop methods to allow them to verify that workers employed on a work site meet legislated requirements and construction industry expectations.

This Best Practice is an aid to better equip employers with a knowledge base surrounding worker competency and the process needed to be duly diligent in assigning tasks to workers.

1.2 Responsibilities

a. Owners, Prime Contractors and Employers create an inventory of all positions within their organizations. Assign competencies based upon job description technical skills and knowledge, soft skills and HSE specific competencies. The inventory should include the necessary qualifications, trade or professional certifications, training and experience for each position.
b. Owners: Develop and administer a prequalification screening process to ensure relevant Contractor policies and procedures deliver workers with the required competencies.
c. Prime Contractors: Prequalify and audit all relevant procedures and programs to ensure contractors adequately train, mentor and verify competency regarding specific jobs.
d. Employers: Train, mentor and verify the competence of all employees for the work at hand and the equipment being operated.
e. Workers: Ensure all required certification tickets are kept current; attend all required training for the work assigned, equipment to be operated and/or material to be handled. Acknowledge, as part of their initial orientation, that all safe work procedures are to be followed and they will notify the employer if for any reason training is needed before work is performed.

2.0 COMPETENCY VERIFICATION

2.1 Qualification Verification

Verification of qualifications can be done in various ways. Examples are detailed below for designated occupations.

a. Confirm a worker has a recognized trade certificate. e.g.:

   i. Alberta Journeyman Certificate
   ii. Alberta Qualification Certificate
   iii. Alberta Certificate of Completion of Apprenticeship
   iv. Alberta Certificate of Proficiency
   v. Certificates bearing the Interprovincial Standards Program Red Seal
   vi. has applied to go into an apprenticeship program, or
   vii. is in an apprenticeship program, or
   viii. is a student in a work-training program, or is otherwise permitted under the *Apprenticeship and Industry Training Act* to work in the trade, or
   ix. has a certificate from another jurisdiction that is not recognized and has applied to have it recognized and is working under apprentice-type supervision, or
   x. is in a recognized training program from another jurisdiction and working under apprentice-type supervision, or
   xi. has applied for a certificate and is working under apprentice-type supervision.
   xii. Industrial Construction Crew Supervisor – ICCS (Alberta Apprenticeship and Industry Training)

b. Apprentices: accept only blue books vs. apprentice cards (having an apprentice card does not confirm an active apprenticeship). Letters of proficiency from the apprenticeship board should also be accepted.
c. Journeymen: random checks with the apprenticeship boards to ensure designations are valid. *(Over and above the audits that the boards do.)*
d. Technicians/Engineers/Management: random checks with professional associations and educational institutions to ensure valid designations/certificates/degrees, etc. *(e.g. APEGGA would know the professional standing of engineers and geologists.)*
e. For non-designated occupations: review resumes, confirm references, request that workers document work experience in orientation as part of the standard sign-on process. Refer to corporate tracking databases for previous training with the company. Task specific training and qualification should be obtained.

2.2 Training Verification

Training can be verified by confirming that workers have completed the appropriate and required training. Examples include:

a. Orientation: Review applicable safe work practices & procedures and hazard assessments in addition to the basic site HSE overview/indoctrination. This process should be confirmed by quiz or exam.
b. General Training: Procedures, Practices and Assessments would also need to be reviewed on a regular basis. (e.g. Weekly Safety Meetings, Tool Talk Meetings)
c. Task Specific Training: Additional training based on a risk assessment and/or unusual work procedures seldom used or newly introduced to the work setting, e.g. working near power lines, going from green field to brown field etc.
d. Equipment Specific: The hazards specific to the operation of the equipment at the work site, based on manufacturer instructions. Training of employees on specific equipment must be prior to use. Occupational health and safety legislation defines equipment as all “items” used to equip workers at a work site and includes tools, supplies, machinery and sanitary facilities. This training must include (but not be limited to):

i. Selection of the appropriate equipment
ii. Limitations of the equipment
iii. Operators pre-use inspection
iv. Use of the equipment
v. Operator skills required by the manufacturers specifications for the equipment
vi. Mechanical and maintenance requirements of the equipment
vii. Loading and unloading the equipment if doing so is a job requirement

e. External Education: Include external training in the overall training plan. This could include opportunities provided by: labour relations courses, nonprofit industry associations, accredited educational institutes such as technical colleges, and Apprenticeship and Industry Training. Training courses or programs may include:

i. Better Supervision (Canadian Labour Relations)
ii. Leaders Building Leaders (Canadian Labour Relations)
iii. Leadership for Safety Excellence (Alberta Construction Safety Association)
iv. Task Specific Training (Various Providers) (e.g. fall protection, aerial work platform, WHMIS, confined space entry/monitor, transportation of dangerous goods, flag person, defensive driving, etc.)
v. Occupational Health and Safety Certificate, Diploma, Degree, etc.
vi. Construction Safety (Alberta Construction Safety Association)
vii. Workplace Safety (Alberta Employment & Immigration)
viii. First Aid Training / CPR, St. John Ambulance)
ix. Soft Skill Training (Various Providers)

Throughout industry, there are many suppliers of training that deliver both task specific and general industry training. Each organization should develop a training matrix by position which identifies the necessary training for their business.

2.3 Experience Verification

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

Experience verification identifies the current competency level of the employee. In the workplace there can be several determining factors and key criteria that assist with the process. This process should be specific to the expected work requirements. Experience verification aids in determining competency level by the worker's job history and task history: does the worker possess the physical capabilities necessary? Is the worker familiar with job scope? Is the worker familiar with the task inventory? Has the worker conducted work at the assigned site in the past? Etc.

2.3.1 Experience Verification Tools and Templates

Tools and templates have been provided in the Appendix to this document. They are adapted from processes that are currently used within organizations across Alberta. These organizations are seeing positive benefits as a result. The tools and templates provided may not suit every project or company, so can be further adapted as necessary to aid the task of verifying worker competency.

- CV00A Worker Limitation Experience
- CV00B Work History / Experience
- CV00C Supervisor Skills Assessment
- CV00D Electrical Worker Tool History

- CV00E Electrical Worker Experience History

2.4 Practical Competency Verification

Practical competency should be verified by demonstration. A worker should be able to demonstrate competency in performing work tasks or using equipment, and that they can do so safely. Relevant demonstration can include:

a. Operating the equipment in a proper, safe, controlled manner in accordance with the manufacturer's specifications;
b. Reading and understanding the operating instructions;
c. Checking that all hazards have been identified;
d. Competency Checks (based on the industry's accepted standards) completed by the supervisor;
e. All practical competency verification should be performed using a documented process, such as a check sheet, to ensure consistency and thoroughness.
f. Follow up or repeat verification is often necessary.
g. Competency verifications should be performed by a person recognized within the industry as adequately trained and experienced and/or trained by an accredited agency.

2.4.1 Practical Competency Verification Tools and Templates

Tools and templates have been provided in the Appendix to this document. They are adapted from processes that are currently used within organizations across Alberta. These organizations are seeing positive benefit as a result. The tools and templates provided may not suit every project or company, so can be further adapted as necessary to aid the task of verifying worker competency.

- CV001 Aerial Work Platform - Competency Verification
- CV002 Harness and Lanyard - Competency Verification
- CV003 Respiratory Protective Equipment - Competency Verification
- CV004 Hand Signals - Competency Verification
- CV005 Powder Actuated Tool - Competency Verification
- CV006 Chop Saw - Competency Verification
- CV007 Chain/Lever Hoists - Competency Verification
- CV008 Grinder, Zip Cut - Competency Verification
- CV009 Ladder Use - Competency Verification
- CV010 Boomtruck - Competency Verification

2.5 Other Practices & Methods

a. Safety: Behavior Based Safety via observations, incident trends and leading indicators.
b. Safety: Field Level Hazard Assessment: this training is a regularly identified need for both employees and supervisors to gain strong competencies. Regular checks on this competency are valid and prudent.
c. Safety: Workplace Mentoring: Workers at Risk - Training and Communications
d. Workforce Development: Supervisory training and qualifications
e. Forman and General Forman Job Descriptions
f. Workforce Development: – Continual Skills Development
g. Workforce Development: – Apprentice Best Practice Booklet
h. Etc.

The above systems and development must be documented within the worker's personnel file.

3.0 ADMINISTRATION

3.1 Record Keeping – Documentation

Accurate documentation of worker competency benefits both the employer and the employees. Keeping complete and accurate records about employee competency levels can help employers to accomplish do several essential things, including:

a. Document the practical evaluations that occur related to both general and specific tasks. The results of the practical evaluation should be retained in the personnel files.
b. Identify areas where learning and development is needed on the project and within the organization.
c. Clarify the recruitment strategy and talent management strategy. Practical evaluations identify the type of personnel needed along with the skill level necessary.
d. Document the programs created and actions taken to improve worker competency
e. Protect the company in the event of a lawsuit or regulatory investigation by providing proof that applicable legislation was being followed. This demonstrates the employer's history of how the health and safety management systems have progressed over time. It will also provide up-to-date documentation that can be used to demonstrate ongoing due diligence efforts.

Records may be maintained in hard copy or electronically. When purchasing software for such purposes, assure that the product delivers reliable, useable and useful information. In any case, it is essential that employee confidentiality be maintained.

3.2 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!

3.3 References

a. Workplace Health and Safety Legislation - OH&S Regulation

   - Section 1, (Definitions)
   - Section 15, (Safety training)

b. OH&S Code - Multiple references to competent worker throughout
c. Human Resources and Skills Development Canada
d. www.tradesecrets.gov.ab.ca
e. www.nait.ca

Worker Competency Verification

Appendix

Tools & Templates

CV00A – Worker Limitation Experience

We will not knowingly compromise your health and safety. Our organization has a responsibility to avoid putting workers under employ in a situation that has potential for harm. The requested information is necessary to ensure your health and safety. Previous injuries or exposure to certain elements of a task could put your well being at risk. In addition, there are known physical conditions and disabilities such as epilepsy, diabetes, impaired eyesight, back trouble, heart trouble, aversion to heights, etc. that could elevate the potential for harm to yourself or those around you. Please inform our organization of any limitations that you may possess, your safety depends on it. Information provided on this form will assist with appropriate placement for work in accordance with your limitations and in no way prevent you from becoming a contributor to our team.

- Do you have any conditions or disabilities that may limit your ability to perform work? (Please Circle)
  Yes No
- Do you or are you taking any medications that may limit your ability to perform work? (Please Circle)
  Yes No
- Do you have any previous injuries or exposures that may limit your ability to perform work? (Please Circle)
  Yes No

Please Explain:

_____

_____

Private matters may be discussed with your HR representative, medical professional or HSE representative.

During the course of your employment you may be required to perform the following activities or work under the following conditions. Please check the box to the right side if you feel that any of the below mentioned duties cannot be performed by your person.

1. Climbing, working at heights ☐
2. Heavy pulling and lifting ☐
3. Use of appropriate eye protection ☐
4. Operating hand and power tools ☐
5. Operating equipment (cranes, aerial work platforms, light vehicles, etc.) ☐
6. Working in confined spaces ☐

Based on the description of your trade, is there any part of the job for which you are being hired that you believe you may have difficulty in performing safely and competently?

YES ☐ NO ☐

If yes, please explain.

_____

_____

I _____ hereby certify that all statements made on this injury and illness experience form are correct and to the best of my knowledge. ___/___/___.

CV00B - Work History / Experience

1. How many years have you been in your trade? Would you say most of your experience is residential, commercial or industrial?

   _____
   _____

2. Are you a member of a labour organization? What association / local are you a member of? Have you received any specialized training from your labour organization?

   _____
   _____

3. Do you possess any additional qualifications / tickets or apprenticeships?

   _____
   _____

4. Where & for whom was your last job? What was the duration? Why did you leave your last job? What responsibilities did you have?

   _____
   _____

5. Have you ever worked for our organization before? When? What was your role?

   _____
   _____

6. Have you ever worked on this site before? When and in what area?

   _____
   _____

7. Have you ever been a supervisor? In what capacity? Would you like to be a supervisor or receive further training to compliment your supervisory skills?

   _____
   _____

8. How long do you plan on working for our organization? Where is your desired work location?

   _____
   _____

9. What is your preferred task within the scope of our work? Is there a task within our scope that you are unable or unwilling to be involved with?

   _____
   _____

CV00C Supervisor Skills Assessment

Date: _____ Worker Name: _____
Supervisor: _____ Project: _____

Part A: Qualifications

- ❑ Worker possesses current and applicable training qualification (Confirmed). This includes, but may not be limited to attaining the Industrial Construction Crew Supervisor (ICCS) designation.
- ❑ Worker possesses adequate training and experience to proficiently direct the work of others.

Part B: Character Traits and Skills

	Competent	Needs Coaching	Supervisors possess self confidence which is a learned behavior that comes with experience, task accomplishment, positive feedback, and self-awareness. Characteristics of an effective supervisor are identifiable and measurable and opportunities for improvement can be identified through assessment and continued mentoring. The following are five key traits of an effective supervisor.
1.	❑	❑	Displays adequate communication skills and is confident while giving direction.
2.	❑	❑	Leads by example and is a promoter of organizational vision and achievements.
3.	❑	❑	Meets schedule and operates within budget without compromising the safety of workers. Safety is integral to execution of all work.
4.	❑	❑	Participates in activities which promote health and safety initiatives and goals.
5.	❑	❑	Is familiar with the organizations health, safety and environment management system. Is knowledgeable regarding applicable legislation.

Part C: Summary / Comments

- ❑ The above named worker is familiar with the requirements of a supervisory position and is familiar with related legislation.
- ❑ The above named worker requires further training and mentoring to improve his / her supervisory skills.

Comments:

Supervisor Signature: _____
Worker Signature: _____

CV00D – Electrical Worker Tool History

Please indicate experience with the tools listed within this tool inventory with an (X) using the number system as follows:

1 – Never performed 2 – Have performed 3 – Have performed many times

General Tool Inventory	1	2	3
Electrical Multi-Meters			
Electrical Insulation Testers (Meggers)			
Hypress (Hydraulic)			
535 Threader and / or Pony Threader (Electric)			
Sidewinder Conduit Bender (Electric)			
Hand Drill - 1/2 inch & 3/8 inch (Electric)			
Reciprocating Saw (Sawzall)			
Portable Band Saws			
Powder Actuated Tools (e.g. Hilti 400/450DX)			
Tubing Bender			
Experience working with welder and tools of the trade			
5” Grinder			
Experience working with Boomtruck operations and tools of the trade			
Insulated tools and Arc Flash Personal Protective Equipment			
Hand Tools (e.g. screwdrivers, linesmen pliers, hacksaw, etc)			

Other Relevant Trade tool experience or training:

_____
_____
_____
_____

Previous Supervisory Experience:

_____
_____
_____
_____

For your safety, it is extremely important that you provide accurate information that truly provides your experience level with the different tools of the electrical trade. This will help us determine your learning opportunities and job assignments to ensure we do not put you at risk due to the hazards that are inherent to the electrical trade. Failure to provide accurate information could result in disciplinary action up to and including termination of your employment.

_____	_____	_____
Print Name	**Sign Name**	**Date**

CV00E – Electrical Worker Experience History

Worker Name: _____ Years in the Trade: _____
Date of Hire: _____ Project: _____

Trade Information

Trade or Occupation #1 _____ **Time in Trade #1 _____**	**Apprentice 1 2 3 4 OR Journeyperson (Circle one)**
Trade or Occupation #1 _____ **Time in Trade #1 _____**	**Apprentice 1 2 3 4 OR Journeyperson (Circle one)**

Experience

Installation Types:

- Residential (Housing) ❑ Time spent (Years/Months) _____
- Commercial (Offices, Malls) ❑ Time spent (Years/Months) _____
- Maintenance (Service Work) ❑ Time spent (Years/Months) _____
- Industrial (Refineries, Mines) ❑ Time spent (Years/Months) _____

Task Types:
Please indicate experience in this task inventory with an (X) using the number system as follows:
1 – Never performed 2 – Have performed 3 – Have performed many times

General Task Inventory	1	2	3
Read and interpret drawings (isometric and P&ID)			
Cut thread, bend, rigid conduit			
Installation of cable tray above ground			
Participation in large cable installations			
Install, test and maintain electrical heat trace, what type? _____			
Pressure testing (Hydro & Pneumatic)			
Install equipment such as disconnects, relays, motor starters, panels and fuse enclosures			
Instrument raceway installation.			
Install and maintain fiber optic systems			
Use of tubing bender? List sizes: _____			
Install, replace, maintain and repair electrical systems, and related equipment (lighting, receptacles, switches, etc.)			
Removal or demolition of redundant or damaged electrical systems			
Install data cabling			
Splice, join and connect wire to form circuits (terminate)			
Test circuits to ensure integrity and safety (Megger)			

CV001 Aerial Work Platform (AWP) - Competency Verification

Date: _____ Worker Name: _____
Supervisor: _____ Project: _____

Part A: Inspection / Pre Use Checks

- ❑ Worker possesses current applicable training qualification (Confirmed). This includes, but may not be limited to AWP training and fall protection training.
- ❑ Worker conducted pre use inspection as per manufacturer's instructions

Part B: Operating Aerial Work Platform

	Competent	Needs Coaching	Demonstration – The operator is required to maneuver the aerial work platform to gain access to 5 pre-established locations. This task must be done smoothly and without incident. In accomplishing this task, the operator will display a clear understanding of the Aerial Work Platform and its controls.
1.	❑	❑	Worker has affixed his fall protection to the appropriate anchor point.
2.	❑	❑	Worker successfully navigates AWP to the pre-established marker points without incident. Operation is continuous and smooth.
3.	❑	❑	Worker maintains 3-point contact when accessing and egressing equipment
4.	❑	❑	Workers utilizing AWP have secured fall zone and are aware of equipment swing radius.
5.	❑	❑	Worker avoids exposing himself and/or other occupants from placing their body parts in potential pinch point situations.

Part C: Summary / Comments

- ❑ The above named worker is familiar with the inspection and proper use of an Aerial Work Platform
- ❑ The above named worker requires further training in the inspection and proper use of an Aerial Work Platform

Comments:

Supervisor Signature: _____
Worker Signature: _____

CV002 Full Body Harness - Competency Verification

Date: _____ Worker Name: _____
Supervisor: _____ Project: _____

Part A: Inspection / Pre Use Checks

- ❑ Worker possesses current applicable training qualification (Confirmed).
- ❑ Worker conducted pre use inspection of personal fall arrest system as per manufacturer's instructions
- ❑ Worker verified yearly inspection date of the equipment

Part B: Donning of the Harness

	Competent	Needs Coaching	Demonstration - The end user shall demonstrate a level of knowledge by way of display. This task shall be completed without error. Properly worn fall protection equipment saves lives. In accomplishing this task, the end-user will display a clear understanding and respect for fall protection equipment. Improperly worn equipment is an identifiable hazard and must be eliminated.
1.	❑	❑	Hold harness by D-Ring and verify straps are not twisted
2.	❑	❑	Slip harness over arms and onto shoulders.
3.	❑	❑	Grab leg straps and connect to buckles. Pass excess strap through keepers. Leg straps fit snugly sub –pelvic strap lies directly below and not across the buttock. No twisting in straps.
4.	❑	❑	Attach chest strap. Strap should be 6" below top of shoulder. Pass excess strap through keepers.
5.	❑	❑	D-Ring lies down the center of the spine between the shoulder blades.

Part C: Summary / Comments

- ❑ The above named worker is familiar with the inspection and proper donning of personal fall arrest equipment as per manufacturer's instructions
- ❑ The above named worker requires further training in the inspection and proper donning of personal fall arrest equipment before working at heights.

Comments:

Supervisor Signature: _____
Worker Signature: _____

REF003 Respiratory Protective Equipment - Competency Verification

Date: _____ Worker Name: _____
Supervisor: _____ Project: _____

Part A: Respiratory Protective Equipment

- ❑ The above named worker is clean shaven.

Part B: Inspection and Donning the Mask

	Competent	Needs Coaching	Demonstration – The worker can be exposed to a variety of harmful substances through inhalation. This practical evaluation on the use of respiratory protection will confirm that the worker has a thorough knowledge and confidence in the use, care and limitations of respiratory equipment.
1.	❑	❑	Inspects the respiratory protective equipment prior to use. This is inclusive of confirming the respiratory protective equipment has been cleaned prior to use.
2.	❑	❑	Correctly affixes the cartridges to the mask – worker understands and has ability to determine type of cartridge/filter to be used.
3.	❑	❑	Correctly dons the mask and adjusts properly
4.	❑	❑	Performs seal check once mask is affixed to the face. Worker performs positive pressure check to ensure seal.
5.	❑	❑	Provides example of proper storage as per manufacturers specifications and has a base knowledge of cartridge/filter expiry.

Part B: Summary / Comments

- ❑ The above named worker is familiar with the use, care, limitations, inspection and proper donning of respiratory protective equipment.
- ❑ The above named worker requires further training in the use, care, limitations, inspection and proper donning of respiratory protective equipment.

Comments:

Supervisor Signature: _____
Worker Signature: _____

CV004 Hand Signals - Competency Verification

Date: _____ Worker Name: _____
Supervisor: _____ Project: _____

Part A: Demonstration of Hand Signals *(only complete applicable section)*

	Competent	Needs Coaching	LIGHT VEHICLE
1.	❑	❑	Stop
2.	❑	❑	Emergency Stop
3.	❑	❑	Turn left/right
4.	❑	❑	Proceed slowly forward/backward
5.	❑	❑	Distance to stopping point

	Competent	Needs Coaching	ZOOM BOOM
1.	❑	❑	Boom in/out
2.	❑	❑	Raise boom / lower boom
3.	❑	❑	Tilt forks up/down
4.	❑	❑	Stop
5.	❑	❑	Tilt machine left / right (if used)

	Competent	Needs Coaching	CRANE – BASIC
1.	❑	❑	Stop
2.	❑	❑	Raise boom and Lower boom
3.	❑	❑	Hoist
4.	❑	❑	Lower
5.	❑	❑	Swing
6.	❑	❑	Move slowly
7.	❑	❑	Lower the boom and raise the load
8.	❑	❑	Raise the boom and lower the load
9.	❑	❑	Extend boom / retract boom
10.	❑	❑	Stop (dog) everything

Part B: Summary / Comments

- ❑ The above named worker is familiar with hand signals for *(circle one or more):*
  LIGHT VEHICLE ZOOM BOOM CRANE-BASIC.

- ❑ The above named worker requires further training for *(circle one or more):*
  LIGHT VEHICLE ZOOM BOOM CRANE-BASIC.

Comments:

Supervisor Signature: _____
Worker Signature: _____

CV005 Powder Actuated Tool - Competency Verification

Date: _____ Worker Name: _____
Supervisor: _____ Project: _____

Part A: Inspection / Pre Use Checks

- ❑ Worker possesses current applicable training qualification (Confirmed)
- ❑ Worker conducted pre use inspection of tool as per manufacturer's instructions, worker is able to clean and inspect the tool

Part B: Operation Control Demonstration

	Competent	Needs Coaching	Demonstration – The powder actuated tool can present many hazards to both the operator and those around him/her. Displaying practical use procedures is a method of ensuring the worker is competent in regards to the use, care and limitations of a powder actuated tool. Adhering to safe work practices and manufacturer's instructions will prevent harm to people.
1.	❑	❑	Flag/tag of work area (signage)
2.	❑	❑	Choose proper fastening device
3.	❑	❑	Choose proper "bullet" based on material being fastened
4.	❑	❑	Loads the gun correctly
5.	❑	❑	Positions gun properly on surface
6.	❑	❑	Announces warning /notification prior to discharge
7.	❑	❑	Proper disposal of non discharged shots
8.	❑	❑	Worker is wearing the appropriate hearing protection
9.	❑	❑	Worker understands proper procedure for clearing a jammed tool

Part C: Summary / Comments

- ❑ The above named worker is familiar with the inspection and proper use of Powder Actuated Tool.
- ❑ The above named worker requires further training in the inspection and proper use of Powder Actuated Tool.

Comments:

Supervisor Signature: _____
Worker Signature: _____

CV006 Chop Saw - Competency Verification

Date: _____ Worker Name: _____
Supervisor: _____ Project: _____

Part A: Inspection / Pre Use Checks

- ❑ Worker conducted pre use inspection of tool as per manufacturer's instructions

Part B: Operation Control Demonstration

	Competent	Needs Coaching	Demonstration – The chop saw is a tool that poses significant potential risk for personal injury. The chop saw is a useful tool with simple operation however, due to the various moving parts there is opportunity for serious injury. This competency check will demonstrate that the operator has an understanding of the equipment and respects the hazards that are present.
1.	❑	❑	Worker correctly locks and tags out equipment to change blade and inspects blade for damage prior to installation. Selects correct blade and installs blade on saw correctly. Blade used is correct for material being cut.
2.	❑	❑	Worker verifies RPM rating of blade and compatibility with tool.
3.	❑	❑	Worker allows the saw to do the cutting by maintaining the appropriate pressure on the handle. All guards are in place.
4.	❑	❑	Worker is wearing all PPE including hand protection, hearing protection and face shield.
5.	❑	❑	Worker sets piece to be cut correctly on saw and table, material being cur runs parallel with cutting surface.
6.	❑	❑	Worker avoids placing hands in line of fire and potential pinch points.
7.	❑	❑	Worker is cognizant of spark trail and the hazard it creates. (use of fire blanket/screens)
8.	❑	❑	Excess material is maintained and work area is free of debris and obstruction.

Part C: Summary / Comments

- ❑ The above named worker is familiar with the inspection and proper use of the chop saw.
- ❑ The above named worker requires further training in the inspection and proper use of the chop saw.

Comments:

Supervisor Signature: _____
Worker Signature: _____

CV007 Chain/Lever Hoists - Competency Verification

Date: _____ Worker Name: _____
Supervisor: _____ Project: _____

Part A: Inspection / Pre Use Checks

- ❑ Worker conducted pre use inspection of tool as per manufacturer's instructions. All labels are in place. Annual inspections are completed and have been verified.

Part B: Operation Control Demonstration

	Competent	Needs Coaching	Demonstration – Hoisting & lifting is a task that possesses significant risk to those involved and those in the vicinity of the lift. This competency check is an attempt to eliminate incidents related to the operation of hoisting and lifting equipment. Supplying users with sufficient knowledge and sound tooling will prevent harm associated with this task.
1.	❑	❑	Worker assesses the load to verify load rating for the chain hoist being used.
2.	❑	❑	Worker ensures the structure to which the hoist is attached can support the weight of the load and the chain hoist.
3.	❑	❑	Worker positions the chain hoist directly in line with the load. Worker positions chain hoist to avoid swinging or sliding. Worker does not use the tip of the load hook to lift a load.
4.	❑	❑	Worker uses softeners if and where required. Worker wears appropriate PPE.
5.	❑	❑	Workers store chain/lever hoist as per manufacturer's specifications after use.
6.	❑	❑	Area has been appropriately flagged off to prevent unauthorized entry and inadvertent contact with the hoisting and lifting equipment.

Part C: Summary / Comments

- ❑ The above named worker is familiar with the inspection and proper use of a chain/lever hoist.
- ❑ The above named worker requires further training in the inspection and proper use of a chain/lever hoist.

Comments:

Supervisor Signature: _____
Worker Signature: _____

CV008 5” Grinder - Competency Verification

Date: _____ Worker Name: _____
Supervisor: _____ Project: _____

Part A: Inspection / Pre Use Checks

- ❑ Safe Work Practice has been reviewed
- ❑ Worker conducted pre use inspection of Grinder and disc as per manufacturer’s instructions

Part B: Operating Grinder with Zip Cut Disc

	Competent	Needs Coaching	Demonstration – A well prepared worker supplied with the knowledge and appropriate tooling will avoid incident. The operator should be aware of the grinder’s applications and limitations, as well as the specific hazards present. Neglecting best practice can result in serious injury even death.
1.	❑	❑	Worker has ensured proper backing plate and guard is in place. Worker has installed cutting/grinding Disc on grinder as per manufacturer’s specifications.
2.	❑	❑	Worker has positioned himself so as to minimize hazards created by the spark trail. Shields are erected where necessary to protect others in the vicinity.
3.	❑	❑	Worker has donned proper PPE i.e. Fectogoggles, Monogoggles, face shield, hearing protection, Kevlar wristlets. Worker has set up and cut material to avoid line of fire injury. Worker displays proper hand and body placement.
4.	❑	❑	Worker has material secured from falling and has flagged areas below.
5.	❑	❑	Worker displays respect for grinder and ensures that disc has come to a complete stop prior to placing the grinder down. Once task is complete, the grinder and disc is stored according to manufacturer’s specifications.

Part C: Summary / Comments

- ❑ The above named worker is familiar with the inspection and proper use of the Grinder with Zip Cut disc.
- ❑ The above named worker requires further training in the inspection and proper use of the Grinder.

Comments:

Supervisor Signature: _____
Worker Signature: _____

CV009 Ladder Use - Competency Verification

Date: _____ Worker Name: _____
Supervisor: _____ Project: _____

Part A: Inspection / Pre Use Checks

- ❑ Safe Work Practice has been reviewed
- ❑ Worker conducted pre use inspection of ladder as per manufacturer's instructions

Part B: Utilizing Ladders

	Competent	Needs Coaching	Demonstration – Falls from portable ladders are a major source of serious injury. The use of ladders is a necessary piece of equipment utilized to access the workface. Serious injury may occur if ladder safe work practice is not strictly adhered to. This competency check is opportunity to identify at risk behaviors and ensure that our employees are applying proper application in the use of ladders.
1.	❑	❑	Worker accessed and egressed the ladder properly and maintained 3-point contact throughout. Worker faced the ladder throughout the task in its entirety and kept the centre of body within the side rails.
2.	❑	❑	When necessary, worker tied off ladders at the top and secured bottom to prevent the ladder from slipping.
3.	❑	❑	When worker was required to be 6 feet above ground, the worker employed the use of fall protection equipment and has adequate tie off.
4.	❑	❑	The ladder is fully deployed. If using an extension ladder, the ladder feet are 1/4 of the ladder's working length away from the base of the structure.
5.	❑	❑	Worker was witnessed utilizing the correct ladder for the task. The ladder was designed for the task. Consider the strength, type, length, etc.

Part C: Summary / Comments

- ❑ The above named worker is familiar with the inspection and proper use of Ladders.
- ❑ The above named worker requires further training in the inspection and proper use of Ladders.

Comments:

Supervisor Signature: _____
Worker Signature: _____

CV010 Boomtruck - Competency Verification

Date: _____ Worker Name: _____
Supervisor: _____ Project: _____

Part A: Inspection / Pre Use Checks

- ❑ Worker possesses qualification to operate and has been authorized to do so.
- ❑ Worker conducted pre use inspection of the equipment as per manufacturer's instructions. All labels and placards are in place. Annual inspections are completed and have been verified.

Part B: Operation Control Demonstration

	Competent	Needs Coaching	Demonstration – Hoisting & lifting is a task that possesses significant risk to those in the vicinity of the lift. This competency check is an attempt to eliminate incidents related to the operation of boomtrucks. Confirming users have sufficient knowledge and sound tooling can prevent harm associated with this task.
1.	❑	❑	Worker assesses the load to verify load rating and identify optimal rigging practices.
2.	❑	❑	Worker has identified signaler/swamper that is designated to maintain visual of load and communicate signals. (Identification via armband)
3.	❑	❑	Worker positions the boom directly in line with the load to avoid swinging or sliding. Worker is smooth at controls and confident with manipulation of load.
4.	❑	❑	Worker uses softeners if and where required. Worker wears appropriate PPE.
5.	❑	❑	Workers stores lifting equipment as per manufacturer's specifications after use.
6.	❑	❑	Area has been appropriately flagged off to prevent unauthorized entry and inadvertent contact with personnel in the area.

Part C: Summary / Comments

- ❑ The above named worker is familiar with the inspection and proper use of a boomtruck.
- ❑ The above named worker requires further training in the inspection and proper use of a boomtruck.

Comments:

Supervisor Signature: _____
Worker Signature: _____