

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C821: Job Competency

Introduction: OSHA believes training is essential to every employer's safety and health program for protecting workers from injuries and illnesses. New employees have a higher rate of accidents and injuries than more experienced workers, and it is important to ensure workers are competent to perform the job they are assigned.

Organizational Chart

Establish an organizational chart listing the job titles and roles of jobs in the company that has minimum qualifications for education and work experience required to perform each role. Posting this chart on the company bulletin board or a common gathering area, helps ensure employees know the minimum experience they need to perform a job.

Documentation

Make it a policy to provide and keep documentation of employees as proof that they are qualified to perform their job duties. It is a good idea to keep a record of all safety and health training. Records can be evidence of good faith and compliance with OSHA standards.

Supervisors shall ensure all employees have sufficient experience to safely perform work without supervision.

Training

Provide job specific training for new or transferred employees. Employees need to be trained on the tasks they perform on a regular basis. An effective safety and health training program can result in fewer injuries and illnesses and better moral, among other benefits.

At Risk Employees

Employees at high levels of occupational risk are in greater need of safety and health training. They can be identified by the conditions the work is performed in such as noise, heat or cold or surrounding health hazards, or by examining the occurrence of accidents within the company.

The following variables are related to a disproportionate share of injuries and illnesses:

- The age of the employee (younger employees have higher incidence rates)
- The length of time on the job (new employees have higher incidence rates)
- The size of the firm (medium size firms have higher incidence rates than smaller or larger firms)
- Type of work performed (incidence and severity rates vary significantly by SIC Code)
- The use of hazardous substances (by SIC Code)

They need to be trained on how to perform their job safely and how to operate within a hazardous environment and the possibility of injury. Safety Data Sheets (SDS) and Material Safety Data Sheets (MSDS) can provide information for training employees in the safe use of materials.

Verified Competency

Have a competent person verify that an employee is competent to perform their roles and responsibilities before allowing them to work independently. A competent person could be a supervisor, lead hand, or foreman.

Competency is a combination of knowledge understanding and skill, the understanding and skill are acquired by experience. **Competency is the continued** assessment of training and development against responsibilities.

Training records and safety documentation with competency verification help achieve a safe culture. The supervisor must satisfy themselves that the employee can undertake their duties safely and document it. This is not a performance assessment but a review and training exercise to ensure safety.

The objectives of verifying competency are to

- Teach new skills or procedures
- Refresh skills
- Re-verify and document competency

Conclusion: A Job Competency policy starts with a public organizational chart of minimum educational and experience requirements for company jobs, includes the documentation of proof employees are qualified to perform their job duties and job specific training for new and transferred employees and regular training on everyday tasks.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.