

Safety Competence, Assessment Tool

(This is not a performance evaluation; it is an assessment to determine training or retraining needs to ensure staff safety. It also servers of newer staff as continuation or refresh of orientation. See Safety Competency Assessment Guide)

Section 1

Employee name: _____ Employee # _____

Position: _____

Location: _____

How long has employee been under current supervision: _____ YRS. Is employee ,<=25 years of age Y/N (circle One)

How long has the Employee been working with similar hazards, risks and activities: _____ YRS

Supervisor/Manager Name/Contact Number: _____ / _____

Date of Completion: _____

Section 2 (Complete for all Assessments when this tool is used)

Base Assessment Record	Agree/Initials	Remedial Action/Re-orientation, mentoring/Training/Discussion Notes
I [the employee] have reflected on my training and experience and future demands and believe I am aware of the expected hazards and the means to control those hazards.		
I [the supervisor] have reflected on my knowledge of the employee, my discussions with the employee, and my observations of their work such that I am comfortable that they are sufficiently aware of the expected hazards and the means to control these hazards.		

Section 3 (Used to augment base assessment record as necessary or when staff member <= 25years old)

See Safety Competency Assessment Guide)

After discussion, the Supervisor agrees that the employee is sufficiently aware of:	√ Agree	Remedial Action/Re-orientation, mentoring/Training/Discussion Notes
Their Rights and Responsibilities (employer and worker) <i>WC Act Part 3, OH&S Regulation</i> and related <i>Collective Agreement</i> language, including: <ul style="list-style-type: none"> <input type="checkbox"/> Ministry’s (employer) and workers responsibilities <input type="checkbox"/> Right to know about hazards in the workplace <input type="checkbox"/> Right to participate in health and safety activities <input type="checkbox"/> Right to refuse unsafe work <input type="checkbox"/> Requirement to report hazards and incidence <input type="checkbox"/> Requirement to work safely 		
The local workplace health & safety procedures/rules		
General Safety Rules (See FLNR Orientation Guide)		
Hazard Recognition and Response project and activity planning, including “hierarchy of controls” (See Task Hazard Analysis Guide) Rule of thumb processes below: Make a R.A.C.-IT about Safety--Recognize/Report, Assess and Control-or Use your R.A.D.A.R.-- Recognize, Assess, Develop a Plan, Act Safely, Report (See SMS Tools) (see Section 4 High Risk Activity Assessment for expected hazards)		
Expectations when working alone or in isolation and use of WSCI (Worker Safety Check In System)		
Use and the limitations of the communications devices provided, including radios, spot devices, In reach, Sat and cell phones etc.		
Understands violence in the workplace expectations including security, reporting violence or threat of violence (GILR), bullying and Harassment		
Proper use and types of personal protective equipment (PPE) Provincial , Branch, Local Workplaces expectations.		
Review required Training for Staff member and currency as per FLNRO SMS Training Summary,(See SMS Tools) as well as Branch and Local Workplace requirements		
Knows the <ul style="list-style-type: none"> <input type="checkbox"/> Location of first aid room <input type="checkbox"/> Name of attendant(s) and/or how to summon first aid, <input type="checkbox"/> how to report illnesses & injuries 		

Section 3 Cont'd

After discussion, the Supervisor agrees that the employee is sufficiently aware of:	√ Agree	Remedial Action/Re-orientation, mentoring/Training/Discussion Notes
Emergency procedures <input type="checkbox"/> Fire prevention <input type="checkbox"/> Building evacuation procedures <input type="checkbox"/> Building security issues <input type="checkbox"/> Other (field emergency procedures relevant to their role)		
Their role regarding the orientation and protection of non-FLNR workers at our workplaces		
Hazardous substances and how to access WHMIS information.		
Their option to raise concerns with JOHS Committee members or Worker Health and Safety Representative and how to access their minutes. Has general understanding of JOSH role including as it relates to inspections and investigations		
How to provide input to FLNR SMS, Branch and local programs and is aware of the goals and objectives at the various levels provincial, branch local office of our overall safety management system.		
Knows how to find and knows the key aspects relevant to their role of the FLNR safety management system directives, procedures and tools as well as applicable branch and local expectations – including: <ul style="list-style-type: none"> <input type="checkbox"/> FLNR Policy, Roles and Responsibilities, <input type="checkbox"/> Client Interaction Guide, and Branch Practices to discharge Owner/Prime obligations for licensee and contractors <input type="checkbox"/> S.M.A.R.T. <input type="checkbox"/> Branch SMS elements <input type="checkbox"/> Local Workplace Practices <input type="checkbox"/> Incident Response Guide Reporting/Mitigation/Investigation/Correction Action In addition, ensure worker is aware of germane: <ul style="list-style-type: none"> <input type="checkbox"/> WorkSafeBC OHS Regulations and how to locate them <input type="checkbox"/> Related Collective agreement language and how to locate 		

Section 4 (Used to augment base assessment record as necessary mandatory if <= 25years old, See Safety Competency Assessment Guide)

This employee is expected to engage in the following high risk activities as specified on applicable risk registers:	√ Applies	Remedial Action/Re-orientation, mentoring/Training/Discussion Notes Competency determination or N/A
Work in Avalanche Terrain (Avalanche Safety Plan and Avoidance Policy)		
Aircraft Operations (Aviation Safety Manual)		
Entering another employer's workplace (S.M.A.R.T. Practices)		
General field activities (S.M.A.R.T. Practices)		
General office work/ergonomics, slips, trip, falls (S.M.A.R.T. Practices)		
Use of vehicles, trailers (S.M.A.R.T. Practices)		
Use of ATVs, snow machines (S.M.A.R.T. Practices)		
Use of boats and marine craft (S.M.A.R.T. Practices)		
Use of other powered or mobile equipment, manlifts, lift trucks etc.		
Use of Firearms, conversant with Firearms and meeting competency expectations as well as annual verifications		
Include any other high risk functions activities, branch or local office specific hazards and controls below: [What are the other hazards expected in the workplace?]		

Summarize the education and training required as above. Look for ways to address efficiently and effectively developing the level of understanding that provides agreement under the base assessment Section 2.
