UNIVERSITY OF ALBERTA

Training and Competency Program

This program outlines the U of A process for assessing training and competency needs.

Introduction and Scope

Training and competency is an important part of the HSE Management System. Training and competency does not just cover health and safety, it should include conducting tasks in an efficient, cost-effective manner and completing the task properly. The goal of this program is to provide guidance and tools for supervisors to manage their training and competency records in a practical and efficient manner. It is important to ensure the process provides value to your operations by increasing safety and efficiency.

This program is designed for all employees.

Training and Competency Process

A process for training and competency is outlined below. This process should be modified based on the risk assessment for your tasks. A low-risk task such as editing a word document might focus on competency in typing, grammar, and general use of the software to complete it efficiently. Documentation of these competencies may not be required. A high-risk task, such as operating machinery/equipment, would focus on the safe use of the equipment and ability to finalize the end product. Documentation should be kept for tracking purposes for any safety-related training.

1. Supervisors should conduct a training needs assessment. This should include online training through HSE, course-based training such as first aid or an equipment operator course, site-specific training such as general orientations, or reviewing hazard assessments, and hands-on training specific to the task.
2. For safety-related training, supervisors must document and maintain records of the training. Options to manage these records include:
    a. Group Training Form - Supervisors/trainers can use this form for classroom based training to document attendance at group sessions (ie. table-top fire drill).
    b. Course Certificates - Staff should maintain their certificates and provide them to their supervisor as required. Supervisors may also choose to maintain a copy of these certificates.
    c. Competency Assessment Form - Supervisors can use this form for tasks or projects to document competency.
    d. Hazard Assessment/Standard Operating Procedure (SOP) sign off - Supervisors can use hazard assessments and SOPs as training tools and reference documentation. A sign-off can be used to document review and understanding of a task, equipment, or machinery requirements.
3. Supervisors should use a training log to manage training for your group. Some tools include:
    a. Basic Training Log - Useful for small groups or groups who want a simple tracking tool.

b. Training Log w/ Sorting - This is a bit more advanced tool that allows groups to track their training and sort by staff member, course, or completion. Requires some additional set up but can be very useful for larger groups/departments.
c. Using an online platform - Some groups use other tools, such as eClass, to set up their orientation and training requirements. Staff can submit their certificates of completion for required courses and supervisors can track employee's progress through their orientation.

4. Supervisors should set up a review process for their training. This could be a google calendar reminder, or a review as part of a group meeting. Some training expires and needs to be renewed. Other training may be one-time and will only need to be updated when a process changes. If a new work process is introduced then new training may be required and should be added to the program.

Record Keeping

The most recent training records should be kept on file for the duration of the employee's employment, as applicable.

References and Additional Information

Occupational Health and Safety Act, SA 2017, cO-2.1

https://work.alberta.ca/occupational-health-safety/ohs-act-regulation-and-code.html

Department of Health, Safety and Environment - University of Alberta

https://www.ualberta.ca/environment-health-safety