

# QUALIFICATIONS & TRAINING

## Self Evaluation Checklist

	YES	NO
A process is in place to ensure that workers have the qualifications for the position for which they are being considered for.	<input type="checkbox"/>	<input type="checkbox"/>
Orientation is completed on or before the first day of employment or prior to starting regular duties.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Orientation covers the following:</i>		
> Critical health and safety information	<input type="checkbox"/>	<input type="checkbox"/>
> OHS Rights (know, participate, refuse)	<input type="checkbox"/>	<input type="checkbox"/>
> Emergency Response	<input type="checkbox"/>	<input type="checkbox"/>
> Safety rules and enforcement	<input type="checkbox"/>	<input type="checkbox"/>
> Hazard reporting	<input type="checkbox"/>	<input type="checkbox"/>
> Incident reporting	<input type="checkbox"/>	<input type="checkbox"/>
Workers, Supervisors and Managers receive the job-specific training required to perform their jobs/ assignments in a healthy and safe manner.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Job-specific training occurs whenever:</i>		
> the worker is new to the task	<input type="checkbox"/>	<input type="checkbox"/>
> the worker is assigned new tasks	<input type="checkbox"/>	<input type="checkbox"/>
> there is an operational change that affects the work	<input type="checkbox"/>	<input type="checkbox"/>
Job-specific training includes a practical demonstration.	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors and managers are provided with training to support them in their role.	<input type="checkbox"/>	<input type="checkbox"/>
A system is in place to deem new and re-assigned workers and supervisors competent to perform their work tasks.	<input type="checkbox"/>	<input type="checkbox"/>
A record keeping system has been developed to track orientations, ongoing training and competency evaluations.	<input type="checkbox"/>	<input type="checkbox"/>
There is a periodic review of training activities and modifications are made where necessary, to ensure relevance and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>

# QUALIFICATIONS & TRAINING - CONT.

	YES	NO
<b>Other Parties</b>		
A policy and/or process is in place to address the protection of others who are not under the employer's direction? (contracted employers, self-employed persons, visitors etc)	<input type="checkbox"/>	<input type="checkbox"/>
A system is in place to evaluate and selecting other employers and/or self-employed persons based off of a pre-determined criteria.	<input type="checkbox"/>	<input type="checkbox"/>
A policy and/pr process is in place to monitor other parties.	<input type="checkbox"/>	<input type="checkbox"/>
<i>A health and safety orientation is provided to:</i>		
> visitors	<input type="checkbox"/>	<input type="checkbox"/>
> contracted employers	<input type="checkbox"/>	<input type="checkbox"/>
<i>Communication is made to other parties with respect to</i>		
> health and safety responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
> work site hazards and controls	<input type="checkbox"/>	<input type="checkbox"/>
> changes to the task or work area	<input type="checkbox"/>	<input type="checkbox"/>
> contents of the health and safety policy	<input type="checkbox"/>	<input type="checkbox"/>
Health and safety information is readily available to affected work site parties.	<input type="checkbox"/>	<input type="checkbox"/>
A process is in place to address non-compliance of other worksite parties.	<input type="checkbox"/>	<input type="checkbox"/>