Logo

Description automatically generated

**skill and competency evaluation**

**Disclaimer:** This is a sample skill and competency evaluation and is intended to be a resource document only. The farm will need to customize it and make it farm-specific to address the particular needs, factors, applicable legislated requirements, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Worker Name** |  | **Job Title** |  |
| **Supervisor Name** |  | **Date of Evaluation** |  |
| **Farm Name** |  | **Re-Evaluation Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job or Task** |  | **Work Area** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step** | **Description** | **Meets Expectations** | **More Training Required** | **Comments/Notes** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |

|  |
| --- |
| **Additional comments, resources used, factors or conditions relevant, etc.** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Worker Signature** |  | **Date** |  |
| **Supervisor Signature** |  | **Date** |  |
| **Farm Owner Signature** |  | **Date** |  |

**Important:** Retain a copy of this document in the workers employee file.

**skill and competency evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Worker Name** | Jane Doe | **Job Title** | Casual Labourer |
| **Supervisor Name** | Dave Smith | **Date of Evaluation** | May 5, 2022 |
| **Farm Name** | Joe Jones Farm | **Re-Evaluation Date** | May 12, 2022 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job or Task** | Basic Hazard Assessment Completion | **Work Area** | Not Applicable |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step** | **Description** | **Meets Expectations** | **More Training Required** | **Comments/Notes** |
| **1** | Describe what hazards are and give examples relating to their work. | ü |  |  |
| **2** | Describe what hazard controls are and explain which ones are the most effective and which one is the least effective. | ü |  |  |
| **3** | Give examples of each type of hazard control relating to their work. | ü |  |  |
| **4** | Complete a written hazard assessment for the task of egg collection. |  | ü | Some support was required, additional mentoring is needed |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |

|  |
| --- |
| **Additional comments, resources used, factors or conditions relevant, etc.** |
| Jane completed modules 1 to 4 of the online AgSafe Alberta farm safe program and will be completing the rest of the modules within the next 6 months. She will go back and review modules 2 and 3. See a copy of the attached written hazard assessment. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Worker Signature** | Jane Doe | **Date** | May 1, 2022 |
| **Supervisor Signature** | Dave Smith | **Date** | May 1, 2022 |
| **Farm Owner Signature** | Joe Jones | **Date** | May 2, 2022 |

**Important:** Retain a copy of this document in the workers employee file.