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**training and competency policy**

**Helpful Information:** Use the information provided in Module 6: Communication, Orientation & Training of the Alberta FarmSafe Plan Manual and this worksheet to create a draft of your Training and Competency Policy. Revise and remove statements below or add statements as you see fit. You will want to refer to current legislation as you do this (re: OHS Act & Code). Once you have done that, delete each of the Steps in bold, italic text. You can combine your statements into paragraph form, or you can keep everything in point form if you prefer. Remember to replace **FARM** with the name of your farm business. This policy structure is relatively generic, so you can add or delete sections (e.g., Scope) as appropriate. Be sure to write everything in plain language that anyone can understand and avoid using safety related jargon where possible.

**Disclaimer:** This document 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. Once this document has been customized by the farm, this disclaimer, the Helpful Information section, and the logo located in the upper right corner of the page may be deleted. If you require assistance, please contact **AgSafe Alberta** at [info@agsafeab.ca](mailto:info@agsafeab.ca) or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

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| **1.0 Policy Statement** | | | | | | |
| ***Explain why training and competency are important to the farm.***  1.1 The farm recognizes the importance of competence based on appropriate education, training, skills, and experience.  1.2 Ensuring training and competency will protect the health and safety of everyone working on the farm, as well as ensure legislative compliance. | | | | | | |
| **2.0 Purpose** | | | | | | |
| ***Explain the goal or purpose of this Training and Competency Policy.***  2.1 This policy reflects the **FARM’s** requirements to provide information, instruction, training, and supervision to the people working on the farm, in addition to determining competence to ensure, as far as reasonably practicable the health and safety everyone working on the farm and impacted by its operations.  2.2 Outline how training will be administered and managed.  2.3 Identify required training, certification(s) and licenses to ensure that any person who performs a task has current certification(s) and licenses.  2.4 Ensure training delivery and competency checked are performed by a qualified and competent person. | | | | | | |
| **3.0 Scope** | | | | | | |
| ***Detail who the Incident Reporting and Investigation Policy and Procedure applies to.***  3.1 This policy applies to family members, supervisors, health and safety committee members (or health and safety representative), workers, and volunteers. | | | | | | |
| **4.0 Definitions** | | | | | | |
| ***Include any definitions which someone might not know.***  4.1Competency assessments **-** A tool used to measure a worker’s skills, knowledge and performance against an established standard and job requirements.  4.2 Competent person – A person who is adequately qualified, suitably trained, has the necessary attitude, and has enough experience to safely perform work without or with only a minimal degree of supervision. | | | | | | |
| **5.0 Responsibilities** | | | | | | |
| ***Outline who is responsible for what.***  5.1The FARM/Employer/Farm Manager   * Ensure that this policy is implemented and followed. * Appoint competent people to supervisory and management positions. * Ensure that team members are trained and remain competent to perform their jobs as far as reasonably practicable. * Provide resources to ensure timely and efficient implementation of training. * Ensure that orientations and job-specific training programs are established. * Provide joint health and safety committees/representatives within their area(s) of responsibility the opportunity to provide timely input into the development and updating of training programs; and the opportunity to assist in the delivery of such training programs. * Ensure all training is conducted or administered by a competent person. * Maintain legislative compliance regarding health and safety training obligations. * Ensure the health and safety training program is reviewed on an ongoing basis to ensure that it is effective and all requirements are met. * Taking every precaution reasonable in the circumstances for the protection of a worker. * Create job descriptions that outline competency and/or licensing/certification/other requirements for positions on the farm. * Establish a process to ensure that people hired for or promoted to a position meet competency and/or licensing/certification/other requirements and that there is a plan in place to make sure they meet competencies. * Ensure there is a process in place to assess training needs for positions and that there is a process in place to regularly the competency and/or licensing/certification/other requirements for positions on the farm. * Establish a process to maintain training record(s). * Ensure that the training requirements reflect the farms hazard assessments.   5.2 **Supervisors**   * Ensure that all new workers under their supervision and any workers who are at any point reassigned to their supervision, complete the necessary orientation(s) and required job specific training, prior to a worker performing work. * Attend and/or be familiar with all training programs required by workers under their supervision. * Understand the competency and/or licensing/certification/other requirements for those positions and/or roles that they supervise. * Regularly review what the training needs are for the positions under their supervisory control. * Communicate to the FARM/Employer/Farm Manager the training needs at a minimum on an annual basis. * Apply their occupational health and safety knowledge to protect worker health and safety and ensure legislative compliance within their area of responsibility. * Provide information, instruction and supervision to workers to protect the health or safety of the worker. * Monitor workers’ performance to ensure the skills and knowledge are put into practice and for modifying training as needed. * Monitor the expiration dates on workers’ training certificates and ensure recertification and retraining is completed as needed. * Maintain training records to reflect training topic(s) and date by updating internal department records ***(alternatively, this could be done by Health & Safety, Human Resources, etc.).***   5.3 **Health and Safety Committee Members (or Health and Safety Representative)**   * Provide input for the development and updating of both health and safety orientation and job-specific health and safety training programs when needed. * Review and make recommendations on the health and safety related orientations and job-specific programs within the area of their responsibility.   5.4 **Workers and volunteers**   * Participate in all orientation(s) and/or job-specific health and safety training courses. * Take proficiency and certification tests and competency checks as required. * Provide evidence of competencies such as licenses, certificates and/or other training as required. * Maintain licensing or certification as required. * Apply the information and skills acquired through orientation and job-specific training to protect the health and safety of themselves and others, as well as to protect livestock, equipment, and other property. * Advise their supervisor of additional training they may need. | | | | | | |
| **6.0 Communication** | | | | | | |
| ***Outline how this policy will be communicated.***  6.1The FARM will clearly communicate this policy with all family members, supervisors, workers, and volunteers. | | | | | | |
| **7.0 Monitoring & Review** | | | | | | |
| ***State how often this policy will be reviewed.***  7.1 The FARM will review this inspection policy and procedure on a regular basis. Review periods will not exceed three years, and reviews may occur more often if found to be appropriate. | | | | | | |
| **8.0 Relevant Legislation** | | | | | | |
| ***Include any applicable legislation here.***  8.1 List the information here… | | | | | | |
| **9.0 Related Policies, Procedures & Other Documents** | | | | | | |
| ***List any farm specific or industry specific documents that support or relate to this Emergency Action Plan.***  9.1 This section can include Industry Standards, Farm Specific Policies, Procedures, Safe Work Practices, and forms. | | | | | | |
| **Approvals** | | | | | | |
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