# Competency, Training and Awareness Element

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1.0 Purpose

The competency, training and awareness element outlines the requirements for ensuring members of the university community receive or have received appropriate training, awareness and competence related to environmental health and safety (EHS). Memorial University (university) recognizes that faculty, staff, students, visitors and contractors must have adequate knowledge, understanding and skills to minimize risks to people, environment and property. It ensures appropriate and current knowledge of regulatory requirements, standards and internal policies.

2.0 Scope

This element applies to all occupations, processes and activities whether routine or non-routine, conducted on university property or on behalf of the university.

3.0 Definitions

Competent - a person who is (i) qualified because of that person’s knowledge, training and experience to do the assigned work in a manner that ensures the health and safety of every person in the workplace, and (ii) knowledgeable about the provisions of the Occupational Health and Safety Act and regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work.

Member of the university community - Any person who teaches, studies, works or conducts research at the university; any other person while they are acting on behalf of or at the request of the university; and visitors to the university.

Supervisor – As per the provincial Occupational Health and Safety Act a person authorized or designated by an employer to exercise direction and control over workers of the employer.

Worker - As per the provincial Occupational Health and Safety Act, a person engaged in an occupation with either the university or a contractor.

4.0 Roles and Responsibilities

A comprehensive list of EHS responsibilities is provided in the Health and Safety Management System (HSMS) manual. The responsibilities with respect to competency, training and awareness are summarized below.

4.1. Senior Executives, Deans and Directors

Including Unit Heads and Managers are responsible to:

- Ensure this element is communicated to members of the university community and that compliance is maintained;
- Develop a unit specific training needs matrix which identifies the specific training required by occupation;
- Provide an EHS management structure that ensures that workers:
  - complete the university’s Employee Health and Safety Orientation; and
4.2. Supervisors

Ensure:

- This element is implemented within areas of their control;
- Unit specific training needs matrix, which identifies the specific training required by occupation, is developed and implemented;
- Safety talks are held with workers on a regular basis; and
- Training is appropriately recorded.

4.3. Workplace Health and Safety (WHS) Committees

- Support and promote implementation of this element and related education and training;
- Ensure all members of their committee have attended relevant Occupational Health and Safety committee training for their roles; and
- Monitoring academic/administrative unit or local area performance with regard to EHS orientation and training of staff and students.

4.4. Member of the University Community

- Complete EHS orientation and training (general and hazard-specific training); and
- Report hazards and program deficiencies to the appropriate authority.

4.5. Environmental Health & Safety (EHS) Unit

- Identify EHS training needs;
- Develop and maintain EHS training courses;
- Provide guidance to all levels of management, staff, students, and contractors on matters pertaining to competency, training and awareness;
- Verify general and hazard-specific EHS training is provided and that appropriate records are kept within units; and
- Monitor the adequacy and effectiveness of this element and update as necessary.

5.0 Procedure

EHS orientation and training must be provided for all activities at the university where there is a potential for EHS risk. The university has developed a number of online training courses including an employee health and safety orientation and contractor safety orientation.

5.1. EHS orientation

EHS orientation is necessary to:

- Increase awareness of EHS and the general hazards present at the university;
• Communicate basic guidelines, procedures and how to access safety resources including training;
• Provide a common level of understanding about EHS at the university;
• Fulfill basic regulatory requirements; and
• Help share the mission to create a safe working environment to prevent accidents and injury.

5.2. Provision of hazard specific training

Hazard specific training is the process of identifying hazardous work conditions and providing instruction to workers performing these tasks. Supervisors are required to implement a unit specific training needs matrix which outlines the hazard specific training required by an occupation as well as identify and explain any policies, procedures and hazards associated with a job prior to the start of work, including:

• Safe work procedures for performing a task, departmental policies for operating machinery, hazardous materials use, working alone, etc.; and
• Selection, use and maintenance of any personal protective equipment (PPE) including protective clothing, headgear, hearing protection, eyewear, face shields, gloves, footwear or respirators.

Job specific training must be hands-on and include a review of written work procedures and a demonstration of the work process required. A verbal description alone is not adequate. When job scope changes (e.g. new equipment or work processes are implemented) the training provided must be reviewed, modified and completed again as necessary.

If an individual feels he/she could benefit from specific safety training in addition to training identified as relevant by the university, it can be requested through their immediate supervisor.

6.0 EHS Training Records

In order for supervisors and units to effectively demonstrate they have provided comprehensive EHS training (general and hazard specific) for the individuals they supervise, the training undertaken must be recorded.

EHS has developed a form to record attendance for EHS training in each unit. The latest version of the form is available on the EHS website - (http://www.mun.ca/health_safety/).

• In addition to a record of attendance, a short description of the points covered in the training should be documented for all EHS training provided in the unit. The description will act as a record of the areas covered in the training.
• The individual being trained must be able to demonstrate competency in the task(s) before the training provider completes the record of training.
• Once both EHS orientation and job specific orientation are complete, the employee and supervisor (or designate) must sign-off on the orientation record.
• Each unit maintains records of EHS training when training is provided.