**Competency assessment (Part 1)**

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| **How to score supervisor knowledge** | | | | | |
| Yes | The supervisor has sufficient knowledge | | | | |
| No | The supervisor has no or very little knowledge | | | | |
| N/A | The provision doesn’t apply at this workplace | | | | |
| **Supervisors must be knowledgeable about** | | **Knowledgeable**  **n/a yes no\*** | | | **Section** |
| Duties of a employers, supervisor & employee (sections 9, 9.1 & 12) | |  |  |  | 9(2)(c.3)(i) |
| Right to refuse steps (sections 19 to 23) | |  |  |  |
| Discriminatory action (sections 24 to 27) | |  |  |  |
| Incident reporting steps (section 43) | |  |  |  |
| New employee orientation (section 8.2) | |  |  |  |
| Safety Policy (sections 8(1) or 17(1)) | |  |  |  | 9(2)(c.3)(ii) |
| Health & Safety Program (section 8.1) | |  |  |  | 9(2)(c.3)(iii) |
| Other matters related to H&S – must be familiar with topic but not necessarily the legislation pertaining to it | | | | | 9(2)(c.3)(vi) |
| * First-aid (kits, provider, room, emergency communication procedure) as example | |  |  |  |  |
| * JHSC or H&S Rep (members, minutes, etc) as example | |  |  |  |  |
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**\* Every “no” shall be addressed by providing education or writing recommendations or orders. When employer has little or no infrastructure in place (such as policy, program, orientation, procedures, etc), orders must be written under the appropriate section of the legislation to develop these and for competent supervision under 9(2)(C.3).**

**\* Supervisor must be knowledgeable of the above topics in order to continue the assessment**

**\* Officer may offer coaching and or information on competency and sufficiency.**

**Competency assessment (Part 2) & Sufficiency assessment**

**Officer is to identify the type of work (tasks) being supervised and assess the supervisor’s knowledge of the regulations that apply to the task, the procedures with respect to hazards to which their employees are exposed and the protective equipment required to ensure H&S of their employees for each type of work (task).**

**Examples of type of work (tasks) include:** Working at height, excavation, demolition, logging, power mobile equipment, working alone, working with hazardous substances, quarries & pits, hoisting apparatus, scaffolding, confined space, industrial lift trucks, welding, use of tools, using machines, electrical, patient/resident care, sales, road building, call centres. Page 1

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| **Type of work (tasks)** | **Competency Assessment**  **(Part 2)** | | |  | **Sufficiency assessment with respect to each type of work listed**  **Note: Do not perform sufficiency assessment for supervisors who aren’t competent as per Part 2** | | | | | | |
| *9(2)(c.3)(i)* | *9(2)(c.3)(iv)* | *9(2)(c.3)(v)* | *9(2)(c.4)* | | | | Level of supervision | | **Sufficient Supervision**  **(yes – no\*)** |
| Answers:  yes – no\* – n/a | | | **Low Complexity**  Yes-0 / No-1 | **Written & detailed procedures**  Yes-0 / No -1 | **Employees**  **familiar with task**  Yes-0 / No -1 | **Low risk**  Yes-0 / No-2 | high = 4 + medium = 2 or 3  low = 0 or 1 | |
| **Protective equipment** | **Procedure or CoP** | **Regulation** | **Required**  (based on assessment) | **Provided**  (based on observations) |
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**\* Every “no” shall be addressed by providing advice or writing recommendations or orders.**

**Low complexity:** Simple tasks that have few interconnecting parts and that don’t require increased attentiveness. They don’t require a lot of practice before employees become competent at them. E.g. balancing plates on your head while skipping rope is complex, being shot out of a canon is not.

**High Risk:** Construction , mining, work that involves confined space, when medical help is not readily available, working on electrical transmission, generating and distribution systems, machine shops, gas, oil and chemical processing plants, woodland, sawmill or lumber processing plants, brewery or beverage processing plants, meat packing or processing plants, working with explosives, working with heavy equipment, health care, diving, workplace with high potential of violence.

**Required level of supervision:**

Low (score of 0 or 1) – Minimal contact or follow-up by the supervisor with the employees is required to ensure that the safety practices expected are in place and carried out by the employees

Medium (score of 2 or 3) –Supervisors must be readily accessible to their employees to respond to questions and provide direction. Supervisors must have the necessary time and ability to verify the work of their employees.

High (score of 4) – Frequent in person contact by the supervisor with the employees being supervised (at least 50% +), so that task performance can be observed. For all other times, supervisors must be readily accessible to their employees to respond to questions and provide direction. Page 2