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| Title: **B3 Supervisor Competency** | Date of Issue: when it was released for implementation  |
| Approved by: person responsible for this procedure | Review/Revise Date: company needs to set a date or by order from an inspector |
| Location: where does this procedure apply? For example – whole company or specific location |

# 1.0 Purpose

To set a baseline expectation of a supervisor’s competence at **CLIENT’S LEGAL NAME**.

# 2.0 Scope

This procedure is applicable to all supervisors at **CLIENT’S LEGAL NAME**. For the purpose of this document, a supervisor includes supervisors, lead hands, team leads and managers.

# 3.0 Procedure

Supervisors at **CLIENT’S LEGAL NAME** must undergo a competency assessment. The supervisor’s expressed knowledge, work experience and/or training shall be considered during the assessment.

Once the assessment is complete and the gaps are identified, a training action plan will be developed to bridge the identified gaps in the supervisor’s level of competency or otherwise to enhance the supervisor’s level of competency. Training could include but is not limited to:

* Hazards specific to the job and the legislation that applies
* Process for recognizing, assessing, controlling and evaluating hazards
* *Workplace Hazardous Materials Information System (WHMIS)* training
* Supervisor Responsibilities and Due Diligence training (or similar)
* Awareness of health and safety resources available e.g., Health and Safety Ontario, Ministry of Labour, etc.

Once trained, supervisors will apply this baseline knowledge and ability to the operation of their respective department.

# 4.0 Roles and Responsibilities

Minimum competencies of a supervisor will include:

Knowledge of:

* *The Occupational Health and Safety Act* (*OH&S Act*) and of the *Industrial Establishment Regulations* as they pertain to work
* Actual and/or potential foreseeable health and safety hazards in their area of responsibility
* The firm’s written instructions and other required measures/procedures to ensure the protection of workers

Ability to:

* Inform workers of and ensure they understand the actual and/ or potential foreseeable hazards in the workplace
* Inform workers of and ensure they understand their roles and responsibilities for health and safety
* Organize the work and its performance

# 5.0 Communication

A copy of this procedure will be posted on the Health and Safety Bulletin board.

# 6.0 Training

All supervisors will be required to complete the necessary training identified in the gap analysis. An action plan will identify and prioritize the training to be undertaken. It will also outline the responsibilities assigned, identify timelines and be signed off by senior management.

# 7.0 Evaluation

Human resources will evaluate this procedure annually to ensure it is being complied with and to verify that appropriate records are maintained. The evaluation will be documented, dated and records will be kept.

# 8.0 Make Improvements/Acknowledge Success

Human resources will determine the success of this procedure. Any gaps will be identified and corrected as appropriate. Notification of the success of this procedure will be circulated to all departments and posted on the Health and Safety Bulletin Board.

# 9.0 Additional Resource(s)

None Provided

# 10.0 References

*OH&S Act*: Section 1 and 27Training attendance records will be dated and kept by Human Resources.