

Approval Date: November 16, 2015

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Parent Policy: Health, Safety, and Environment Policy

Assignment of Accountability: 3.0 Training and Competency

Office of Administrative Responsibility:	Health, Safety and Environment
Approver:	Associate Vice-President (Human Resources, Health, Safety and Environment)
Scope:	Compliance with this university policy extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories) . Undergraduate, graduate, and Faculty of Extension students; postdoctoral fellows; emeriti members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Overview

All **workers** engaged in **university affairs** must be **trained** and **competent** to do so, as per legislation. Training and competency aid in the prevention of **incidents** that may result in injury, illness or damage to property or to the environment.

Purpose

The purpose of this document is to mandate the provision of health, safety, and environment orientation and training to all current and newly hired, transferred or re-assigned workers. **Senior administrators** have the responsibility to ensure this procedure is implemented in their respective **unit(s)**. **Supervisors** have a responsibility to ensure that their workers receive required training and are competent to perform work safely. Supervisors must also track completion of required training for workers reporting to them and retain records of training.

ACCOUNTABILITIES

Senior administrators will allocate resources to ensure workers are trained and competent to perform tasks safely.

All current and newly hired, transferred or re-assigned workers must complete the following training:

- University of Alberta Health, Safety, and Environment Management System training
 - Supervisors must complete the mandatory Supervisory HSE Professional Development course.
 - Workers must complete the mandatory Working Safely at the U of A course.
 - Workers must complete the Workplace Violence and Harassment Training course.
- Faculty/Portfolio orientation
- Workplace task/**hazard** specific training as identified by hazard assessments.

Workers must demonstrate and be evaluated on their competency before beginning tasks. Additional training will be required as changes occur in the workplace and to ensure ongoing competency.

All training must be recorded and records must be maintained in accordance with the U of A Records Management Policy.

DEFINITIONS

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲Top	
Worker	A person engaged in an occupation (includes students, post doctoral fellows, contractors, volunteers, etc.)
University affairs	Any activity that is directly related to or arising out of the operations of the university at any location
Competent	Adequately qualified, suitably trained, with sufficient experience, and able to demonstrate the ability to perform work safely without supervision or with only a minimal degree of supervision
Incident	An occurrence, arising in the course of work, that could or did result in an injury, illness, property damage or release to the environment (includes near misses).
Senior administrator	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director
Unit	A designation used to denote academic and non-academic departments, faculties, schools, institutes, and centres at the University of Alberta
Hazard	A situation, behaviour, condition or thing that may be dangerous to the environment and to the safety or health of the university community

FORMS/RESOURCES

[HSE training webpage](#)

[HSE forms and documents webpage](#) (for training and competency resources)