

Great Western Painting

Job Competency

JOB COMPETENCY

For every job title/role performed within our organization, we have established a minimum set of job skills and training requirements that must be obtained by individual employees to ensure that the tasks that fall within that job title/role can be performed competently with the highest degree of safety.

A list of job titles and the roles performed within that job title will be maintained by the Safety Director.

Before performing any work task assigned to each job title/role, the employee will be expected to meet specific training requirements such as:

1. those established by local, state, and/or federal law, i.e., 29 CFR 1010.1200, *Hazard Communication*.
2. those established by National Consensus, i.e., NFPA 70E, *Standard for Electrical Safety Requirements for Employee Workplaces*.
3. those established by our company.
4. those established by the company for whom we are working.

The Safety Director will ensure that the specific minimum qualifications for each job title role will be maintained. These qualifications would generally include a combination of education and work experience.

Within each category above, additional requirements are found such as: formal training, on-the-job training, testing, licensure, degrees, length of time performing the task, demonstration of skills, preparation of Job Hazard Assessments, etc..

As a policy, upon hire or transfer in, new employees will be required to furnish documentary evidence of training and/or experience. Additionally, copies of licenses and certifications will be provided to the Safety Director and maintained with the employee's training record.

No employee will be considered qualified to perform a specific job role unless he/she can present documentation that they meet the job role qualifications.

Additionally, job specific training will be provided for new or transferred employees and they will continue to be trained on the tasks they perform on a regular basis.

A competent person (Supervisor, Lead Hand, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work alone.

The costs associated with training required to perform specific job tasks will be borne by the company. All in-house training will be documented and performed by competent, qualified instructors.

If it is found through observation or inspection that an employee does not perform his/her job tasks in a safe appropriate manner, that employee will be subject to our enforcement procedures and considered not competent until retraining has been completed.