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OSH COMPETENCY

OCCUPATIONAL SAFETY AND HEALTH

MANAGEMENT SYSTEM PROCEDURE

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Contents

[1 Purpose 3](#_Toc52625736)

[2 Terms and Definitions 3](#_Toc52625737)

[3 Responsibility 3](#_Toc52625738)

[4 Procedure 3](#_Toc52625739)

[4.1 OSH Competency 3](#_Toc52625740)

[4.2 Individual Competencies 4](#_Toc52625741)

[4.3 Ensuring Competency during Recruitment 4](#_Toc52625742)

[4.4 Competency Records 4](#_Toc52625743)

[4.5 Maintaining and Improving Competencies 5](#_Toc52625744)

[4.6 Reviewing of OSH Competency Procedure 5](#_Toc52625745)

[5 Annexure 5](#_Toc52625746)

# Purpose

### To define requirements for a system to ensure competency of employees and contractors that have OSH responsibilities is maintained.

# Terms and Definitions

### Refer to document OTH-001 for terms & definitions.

# Responsibility

### QHSE Manager is responsible for ensuring that the procedure is being implemented across the organization.

### Project Manager / Department Head is responsible for implementing this procedure.

### Site HSE Representative is responsible for supporting the Project Manager / Department Head in implementing this procedure

# Procedure

## OSH Competency

### All roles within the organization that have an impact on occupational health and safety will have a job description.

### The job description will include the roles requirements towards occupational health and safety.

### The Human Resources department shall maintain all the job descriptions within the organization.

## Individual Competencies

### The competency of all staff that have an impact on occupational safety and health shall be evaluated at least once yearly.

### Records of the evaluation must be maintained confidential.

## Ensuring Competency during Recruitment

### All employees that can impact the occupational safety and health of the organization shall be recruited against criteria set by the manager initiating the recruitment.

### This requirement shall be recorded on the recruitment requisition form. Competency requirements shall be requested based on education, experience and/or training.

### Occupational safety and health practitioners shall only be recruited by the QHSE Manager.

### All newly recruited occupational safety and health practitioners shall be recruited having a minimum of the NEBOSH International General Certificate, or equivalent.

### Any of the few remaining OSH practitioners that do not have the NEBOSH International General Certificate must strive to achieve it.

### The QHSE Manager shall review the competency of all OSH practitioners within the organization on a yearly basis.

## Competency Records

### Competency records of OSH practitioners shall be maintained by the Human Resources department.

### Competency records shall be maintained for 5 years after the employee leaves the organization.

### Competency records that shall be maintained on file include:

* Curriculum vitae
* Educational certificates
* Training certificates
* Work experience certificates
* Authority / client experience letters

## Maintaining and Improving Competencies

### Employee shall propose trainings that they would like to attend to maintain or improve their competency during their yearly evaluation.

### The trainings shall be reviewed by the Department Head to see if the coming years budget allows for it.

## Reviewing of OSH Competency Procedure

### This procedure shall be reviewed annually by the QHSE Manager

### If there are no changes to the procedure, there is no requirement to publish a new issue.

# Annexure

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| **Reference** | **Document Title** |
| None | None |