

Qualifications, Orientations, and Training

Introduction

Qualifications, orientations, and training are essential to ensure employees perform their job tasks in a safe and healthy manner. Employers and employees require training to ensure they can do their jobs safely.

Certificate of Recognition (COR) audits measure whether employers and employees (if applicable) can safely perform their assigned tasks.



Competency

In Alberta, the legislation focuses on qualifications, training, and experience and says with those requirements satisfied, the worker is considered competent to do the work.

Provincial Legislation

“Competent” in relation to a person means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision
Alberta:

Occupational Health and Safety Act
Dec 1, 2021, s. 1(d)

Federal Legislation

“Qualified person” means, in respect of a specified duty, a person who, because of his knowledge, training and experience, is qualified to perform that duty safely and properly:

Canada Occupational Safety and Health Regulations, SOR/86-304, s.1.2

At the federal level, we are looking at knowledge, training, and experience to be able to do the work and refer to this as a “Qualified Person”. It is similar to its provincial counterpart.

In general, to be considered competent or a qualified person in health and safety, workers/employers will have to demonstrate a combination of the following:



1. Be qualified because of knowledge, training, and experience to do the assigned work.
2. Be knowledgeable of the hazards and risks associated with the work being performed.
3. Know how to recognize, evaluate, and control those hazards and risks.
4. Know how to work safely and therefore protect themselves and others.
5. Know the relevant laws and regulations that apply to the work being done.

Qualifications versus Orientations versus Training

While they may sound similar, there are key differences between qualifications, orientations, and training.

Are workers adequately qualified (AB)/Knowledgeable (Fed)?

Depending on the job, the worker should have a formal qualification, certificate, ticket etc. usually provided through a formal educational program such as a license, certificate, diploma or degree issued by a competent authority such as the government or a post-secondary institution.

Examples of qualifications include a Class 1 License, Journeyman Ticket such as a Heavy Duty Mechanic, Welder, Trailer Technician, Degree in Supply Chain Management, Certified Transportation Safety Professional (CTSP), Canadian Registered Safety Professional (CRSP), and First Aid Certificates.

Are workers suitably trained?

The worker should be adequately trained for the tasks they are asked to perform, the equipment they will operate, and the policies/processes they must follow. This may be done through an internal training program and/or on-the-job training under the supervision of another competent worker. This training should be documented and signed and dated by the worker.

Examples of training include new Hire Orientation, Toolbox Talks, Fire Drills, Hours of Service Training, ELD Training, Weights and Dimensions, Safety Orientation, In-house Driver Training, and Mentoring Programs.

Do the workers have sufficient experience?

Determining whether a worker has sufficient experience to safely perform work is the employer's responsibility. Again, it's important to document that a worker has sufficient experience. A best practice would be to complete a practical assessment to verify.

Experience requirements depend on the employer's requirements. A competent worker should closely supervise new workers until such time that the worker is deemed competent by the employer.



Examples of sufficient experience include the following: Employers may schedule a final road test for a driver to complete before they are deemed capable of driving for that company. A yard worker should be able to pass a practical forklift test.

What is onboarding and what should it look like?

A carrier's onboarding program is where new employees acquire the necessary knowledge and training on the required skills and behaviours needed to work effectively and safely. This is a structured program that must be planned and documented as having been completed. Orientations should include the following for COR:

- Right to know
- Right to participate
- Right to refuse dangerous work
- Emergency response procedures
- Rules of enforcement
- High risk hazards
- Hazard reporting
- Incident reporting
- Violence and Harassment

Need help? Contact AMTA

AMTA can provide carriers with guidance on the information presented in this bulletin. If you have any questions, please contact AMTA and our experienced staff will be happy to help. For your safety and compliance questions, please email Workplace Support Services (WSS) directly at wss@amta.ca.

For more updates like this on a variety of topics related to the transportation industry, please [sign up for our eNews](#).

References

The content in these Micro-Learn videos and bulletins is aligned with the content from Partnerships in Injury Reduction and in AMTA's Health and Safety Systems Building course.