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Parent Policy: [Health, Safety, and Environment Policy](#)

Training and Competency Assignment of Accountability

Office of Administrative Responsibility:	Health, Safety and Environment
Approving Authority:	Associate Vice-President (Human Resources, Health, Safety and Environment)

Purpose

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.

The purpose of this policy 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.

Definitions

The attached definitions table outlines the terms used in this policy document and any specific rules of interpretation that apply.

Scope

Compliance with this policy document extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the *Recruitment Policy*; undergraduate, graduate, and Continuing Education students; postdoctoral scholars; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

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 university's *Records Management Policy*.

Definitions Table

<i>Any definitions listed here apply to this policy document only with no implied or intended institution-wide use. For clarity, defined terms listed here include grammatical variations thereof.</i>	
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.
Hazard	A situation, behaviour, condition or thing that may be dangerous to the environment and to the safety or health of the university community.
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	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.
University Affairs	Any activity that is directly related to or arising out of the operations of the university at any location.
Worker	A person engaged in an occupation (includes students, post doctoral fellows, contractors, volunteers, etc.).

Forms

- [Environment and Safety Training](#)
- [Environment and Safety Resources](#)

Parent Policy Suite

- [Health, Safety, and Environment Policy](#)
- Training and Competency Assignment of Accountability
- Training and Competency Procedure

Related Policy Documents

- There are no related policy documents for this document.

Related Links

- There are no related links for this document.

History

- November 15, 2015 Approved.
- March 23, 2025 Editorial amendment. Formatting, office name and links.

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>