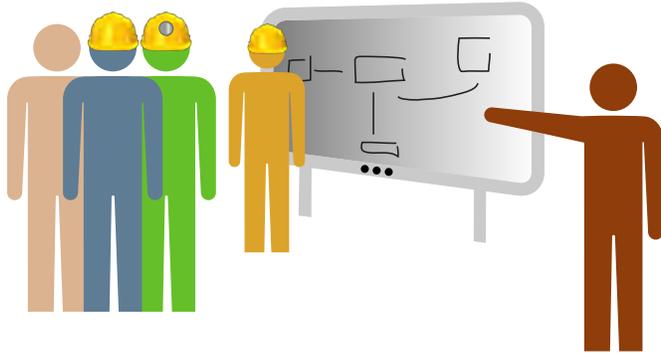




Training and Competence

Projected Implementation Date: December 2012



This module includes:

- Assessing training needs based on level, knowledge and skills required for each task.
- Ensuring workers know how to do their jobs.
- Ensuring workers know the hazards and risks of their assigned tasks.
- Verifying worker competency through demonstrations.

Education (knowledge) and training (knowing how to apply knowledge) are essential to an effective safety and health management system (SHMS). Workers who know how to do their job, understand the hazards and risks of their assigned tasks and apply their knowledge and skills are far less likely to be injured or become ill from occupational disease.

Making it Work

Verification: Being educated or undergoing training is not sufficient. What is more important is how well the worker is able to apply knowledge and skill—whether they are competent. Safety and health excellence requires more than just offering mandated or discretionary training; it requires verification that those trained are competent by demonstrating the acquired knowledge and skills.

Training Needs Assessment: The process begins with a training needs assessment to determine the level of knowledge and skill that will be learned, how frequently training should be conducted and the initial and ongoing requirements to establish competency.

Quality of Instruction: Training that is based on adult learning methods (hands-on versus memorization) tend to be more effective. Regardless of the quality of the training materials, the quality of the learning is most significantly influenced by the quality of the instruction. As such, train-the-trainer development is very useful.

Expectations:

- 5.1 Conduct training needs assessment for all jobs. Training programs should define the skill level to be acquired and demonstrated, frequency and requirements for competency.



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- 5.2 All new or transferred employees, visitors, contractors and vendors receive site-based safety and health orientation before being permitted to work onsite.
- 5.3 Initial, ongoing and periodic refresher training is conducted to ensure job and regulatory requirements.
- 5.4 Combine discretionary training with regulatory training (MSHA, OSHA) whenever possible, e.g., new employee/miner training with company orientation.
- 5.5 Where on-the-job training is conducted, the instructor should follow standards for knowledge transfer and adhere to standard operating procedure where they exist.
- 5.6 Ensure contractors, visitors and vendors receive appropriate training to provide adequate worker protection for both the company and their third-party partners.
- 5.7 Provide train-the-trainer development to those who develop and deliver company S&H management training.
- 5.8 Integrate this expectation with all other modules containing training requirements: Modules 3, 4, 7, 8, 9, 10, 12 and 19



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Regulation

Partial or full MSHA and/or OSHA regulatory requirement: Yes No

Metrics

- 1 Percentage of the workforce with current regulatory and discretionary training.
- 2 Percentage of the workforce judged to be “competent” for their job.

Resources

CORESafety resources can be found with the latest updates at:
coresafety.org/resources/module5



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Notes

