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| Safety Policy & Procedure Manual | | Section: | Date: 1-20-2016 |
| | | Revision: | |
| Subject: Job Competency | | | |

Purpose

The purpose of this program is to establish general job competency requirements.

Scope

This procedure applies to all LTR operations.

Responsibilities

LTR Safety Management

- Identifies, updates and monitors minimum qualification requirements, job titles, and training documentation.
- Supplies training reports to clients and LTR management.

Branch Manager

- Shall ensure all employees assigned to their branch meet job competency requirements and complete training identified in the training matrix.
- Shall ensure that any task that may endanger an employee must be completed by an employee who is competent to perform the task.
- Shall ensure all employees have sufficient experience to safely perform work tasks without supervision or with only a minimal degree of supervision.

Employees

- Attend and follow requirements of safety and health management training.

General

Competency is a combination of knowledge, understanding and skill, and the appropriate level of competency cannot be acquired simply by attending a training session. The understanding and skill are acquired by experience. For individuals involved in exposure to HSE hazards and risks, experience and training are essential. The following components are to be considered for each branches work team for competency assurance:

- Experience
- Level of Knowledge
- Capability to Perform

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At Light Tower Rentals, Inc. our view of competency assurance involves the continuous assessment of training and development needs to a person's responsibilities, abilities and critical activities. This process enables the continuous improvement loop that feeds back into training and development activities that ensure competency assurance is an ongoing career cycle process.

1. Job Description Identified → Candidate Selection and Hiring Process (Reference and Background Check, Drug Screen, Physical Assessment) → Person Hired for Open Position
2. Experience, Qualifications Assessed for Initial Training ↔ Initial Induction Training Completion
3. Further Training Required? If no → Ready for Work → On the Job Training → Competency Continually Assessed
4. Annual Performance Appraisal → Ready to Promote → Employee Promoted → Further Training Required?

Competency is verified before employees are permitted to perform tasks independently. A competent person (supervisor, lead hand, mentor, instructor, etc.) must verify that, utilizing the LTR Short Service Employee Program, an employee is competent to perform their roles and responsibilities before being allowed to work independently. Transferred employees will fall under the SSE requirements as well.

Identification of Documents

Documentation is obtained from employees to demonstrate they meet the qualifications of their job. Based on the job description requirements documentation may include education, certifications, licenses, prior acceptable training course completion, etc. Documentation is reviewed and confirmed as actual during the hiring process.

Identification of Positions

An organizational chart and list of job titles has been established by Light Tower Rentals, Inc. Based on the positions and their exposure to risk, their required training is entered into each job classification's training matrix. Job descriptions are prepared for each job title.

Identification of Qualifications

Minimum qualification requirements for each job title have been established by Light Tower Rentals, Inc. Qualifications may include a combination of education, certifications and work experience. Safety training completion for the indicated job title is required before full qualifications are met to allow an employee to begin work.

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Identification of Training and Competency Needs

Employees (new or transferred) are provided job specific training related to their roles and responsibilities and trained on the tasks they perform on a regular basis. Training is identified in our training matrix which specifies safety and health training needs by job title. The training matrix is updated based on changing risks, changes in processes or changes in equipment.

Training Records

All training records are maintained for the life of employment.