

STATEMENT of POLICY and PROCEDURE TOLKO INDUSTRIES LTD			
Manual:	Human Resources		
Section:	Employee-Related Policies	Issued:	April 10, 2014
Subject:	Competency Evaluation Policy	Effective:	May 1, 2014
Issued To:	HEFFELY CREEK DIVISION	Replaces:	
Owner:	Plant Manager	Version:	1.0

PURPOSE OF THIS POLICY

The purpose of this policy is to ensure that at all times employees possess the necessary skills and knowledge to perform their assigned duties in a safe and competent manner.

SCOPE

This policy applies to all employees working at the Heffley Creek Division.

DEFINITIONS

“Assigned Duties” refers to the duties of the position currently held by an employee, duties an employee has been directed to, as well as the duties of any overtime position.

“Competency Evaluation” will consist of a three (3) part evaluation which will be administered by the employee’s supervisor and includes:

- a) Job Safe Analysis review
- b) Lockout verification
- c) Practical demonstration of the skills and knowledge to perform the Assigned Duties of the position in safe and competent manner.

If upon completion of the Competency Evaluation the Employee’s Supervisor is satisfied that the employee possesses the skill and knowledge to perform the Assigned Duties in a safe and competent manner the supervisor will sign off on the Competency Evaluation. The signed Competency Evaluation will be retained in the employees’ personnel file.

“Employee’s Supervisor” refers to a supervisor who the Company deems has the requisite knowledge to carry out the Competency Evaluation for the position for which the Competency Evaluation is required.

“Overtime Position” refers to a position for which a particular employee seeks to work an overtime shift.

“Remedial” refers to Intent to correct or improve deficient skills in a specific subject.

“Supplemental” refers to additional or ‘added to’ training that is an extension of the original training program.

“Specified Positions” are positions which involve an added degree of complexity or potential for injury

and therefore warrant a more frequent Competency Evaluation to ensure that an employee possesses the current skills and knowledge to perform the assigned duties in a safe and competent manner. These positions include the following:

- Lathe
- Utility
- Dryer Operator
- Press Operator
- Gradeline Operator
- Glue Mixer
- BNS
- Positions with heavy duty machinery
- Scaler
- Lay-up Line Operator
- Sander Operator
- Shipper

PROCEDURES

At all times an employee must possess the skills and knowledge to perform the Assigned Duties of his or her position in a safe and competent manner.

This policy sets out procedures to ensure that an employee possesses the initial skills and knowledge to safely and competently perform the Assigned Duties of a new position, as well as the skills and knowledge to safely and competently perform the Assigned Duties of any Overtime Position which an employee seeks to fill.

Regular Positions

Each employee will be required to undergo a Competency Evaluation prior to being posted into a position.

If upon completion of the Competency Evaluation the Employee's Supervisor is satisfied that the employee possesses the skills and knowledge to safely and competently perform the Assigned Duties of the position the employee will be posted into the position.

If upon the completion of the Competency Evaluation the Employee's Supervisor is not satisfied that the employee possesses the skills and knowledge to safely and competently perform the Assigned Duties of the position, the employee will not be posted into the position and the position will instead be awarded to the next most senior employee who submitted a bid for the position and who has successfully completed the Competency Evaluation for the position.

Periodic Re-testing to Ensure Continued Competence

The Company retains the right to periodically administer the Competency Evaluation to employees who have held a position for twelve (12) months or longer. In such situations, the Competency Evaluation will administered in order to comply with applicable legislation or where, in the Company's sole discretion, reasonable concerns have arisen as to an employee's ability to safely and competently perform the assigned duties of his or her position.

If upon administering the Competency Evaluation the Employee's Supervisor is not satisfied that the employee possesses the skill and knowledge to perform the Assigned Duties in a safe and competent manner the Employee's Supervisor may require that the employee undertake remedial training.

The amount of additional training required will be determined on a case-by-case basis by the Employee's Supervisor, taking into account the nature of the position in question and the safety risks associated with the position. The Employee's Supervisor will also determine whether the employee may safely remain in his or her position while undertaking the remedial training. Upon completion of the remedial training the employee will be required to again complete the Competency Evaluation.

Provision of Competency Evaluations

The Company will endeavor to provide a Competency Evaluation prior to an opportunity to fill a position where possible.

Overtime Positions

The Company will continue to award overtime based upon seniority, subject to employees having demonstrated that they possess the current skills and knowledge to perform the Assigned Duties of the Overtime Position in a safe and competent manner.

Demonstrated Competency

If within the past twelve (12) months the employee has safely and competently filled the Overtime Position or has successfully completed a Competency Evaluation for the Overtime Position, the employee will not be required to successfully complete a Competency Evaluation prior to filling the Overtime Position.

If an employee has not safely and competently filled the Overtime Position and has not successfully completed a Competency Evaluation for the Overtime Position, within the past twelve (12) months the employee will be required to successfully complete a Competency Evaluation prior to filling the overtime position.

If upon completion of the Competency Evaluation the Employee's Supervisor is not satisfied that the employee possesses the skill and knowledge to perform the Assigned Duties in a safe and competent manner the employee will be required to undergo remedial training and successfully complete the Competency Evaluation prior to filling the Overtime Position.

Supplementary Training

In the following situations employees will be required to complete supplementary training prior to being permitted to fill an Overtime Position.

For Positions Other Than Specified Positions

For all positions other than the Specified Positions, if an employee has not filled an Overtime Position during the previous than twenty-four (24) months, prior to filling the Overtime Position, in addition to the successful completion of the Competency Evaluation the employee may be required to undergo supplementary training to ensure competency levels are appropriate for the safe and competent performance of the Assigned Duties.

The amount of additional training required will be determined on a case-by-case basis by the Employee's Supervisor, taking into account the nature of the position in question and the safety risks associated with the position.

For Specified Positions

For all Specified Positions, if the employee has not successfully completed a Competency Evaluation for the Specified Position and has not filled the Specified Position for more than twelve (12) months, prior to filling the Overtime Position, in addition to the successful completion of the Competency Evaluation the Company may require that the employee undergo supplementary training to ensure competency levels are appropriate to ensure the safe and competent performance of the Assigned Duties.

The amount of additional training required will be determined on a case-by-case basis by the Employee's Supervisor, taking into account the nature of the position in question and the safety risks associated with the position.

Where an Employee Has Not Filled a Position for At Least forty-eight (48) months

If an employee has not filled a position for forty-eight (48) months or longer the employee will be required to successfully bid on the position prior to receiving a Competency Evaluation or supplementary training for the position.

RESPONSIBILITIES

Job Role	Responsibilities
All Employees	<ul style="list-style-type: none"> Participate in the competency evaluation process with your Supervisor or designate.
Supervisors	<ul style="list-style-type: none"> Administer Job Safe Analysis review and Lockout verification. Conduct practical demonstrations before leaving employees unsupervised. Record practical demonstrations on a Competency Evaluation Record. Where necessary, determine the appropriate level of remedial training to ensure that employee can safely and competently perform the assigned duties of his or her position.
Superintendent	<ul style="list-style-type: none"> Monitor the status of competency evaluations for employees working in your area(s) of responsibility. Monitor the status of remedial training to ensure that employees can safely and competently perform the assigned duties of their positions.
SMS Resource	<ul style="list-style-type: none"> Assist Supervisors and Superintendents with the monitoring of their competency evaluations. Process and file completed competency evaluations.