

	Berry Bros. General Contractors, Inc. Corporate Policy Procedure (HSE) Health, Safety & Environmental Policies and Procedures Manual	
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JOB COMPETENCY PROGRAM		

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SUBPART A - PURPOSE

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

SUBPART B - SCOPE

This procedure applies to all Berry Bros. General Contractors, Inc. (BBGCI) operations.

SUBPART C - GENERAL

Competency is a combination of knowledge, understanding and skill and how you apply the skills and knowledge to perform your job. The appropriate level of competency cannot be acquired simply by attending a training session. The understanding and skill are acquired through time and experience. For individuals involved in exposure to HSE hazards and risks; experience and training are essential. Some general competencies for the worker in our industry include but are not limited to:

1. Experience – Means years in similar position



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2. Being Flexible – Adjusting your personal work style to meet the needs of the job; respond to change with a positive attitude; and be open to learning new ways to do a job.
3. Detail Oriented – Be thorough, monitor and check yourself throughout the job; always follow procedures and standards (not taking shortcuts).
4. A Team Player – Shows your initiative to cooperate and actively be part of a team; participate in meetings and discussions; help find solutions to problems that may come up during the job.
5. Committed to Safety – Comply with all safety policies and procedures; integrate safety management into every job; take personal responsibility for Safety.
6. A Problem Solver – Anticipate problems and think about how a problem and its solution will affect everyone; gather all information before making decisions; notify supervisor of any problems in timely manner.
7. Professional – Do not offend others; practice good hygiene; have a positive impact on coworkers.
8. Reliable – Be punctual; show commitment and dedication by completing the job; fulfill commitments made to your company and co-workers.
9. Effective in Communicating – Communicate your thoughts and concerns; talking clearly and accurately with others; asking questions to be sure your message was understood correctly.
10. Responsive to Emergencies – Perform your job duties in a way to prevent and minimize safety hazards; know who to contact in the event of an emergency; communicate that safety and environmental awareness is a priority.

At BBGCI our view of competency assurance involves the continuous assessment of training and development needs against 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 and Alcohol Screen, Physical Assessment) → Person Assessed and Hired for Open Position
2. Experience, Qualifications Assessed for Initial Training ↔ Initial Induction Training Completion

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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, instructor, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently. The new or transferred employee will fall under the SSE requirements as well.

Identification of Documentation

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

Identification of Positions

An organizational chart and list of job titles has been established by BBGCI. Based on the positions and their exposure to risk their required training is entered into the training matrix. Job descriptions are prepared for each job title.

Identification of Qualifications

Minimum qualification requirements for each job title have been established by BBGCI. 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.

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.

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Training is identified in our training matrix which specifies safety and health training needs by job title. Our training matrix is updated based on changing risks.

Training Records

All training records are maintained on site at the corporate office using the PEC Training Tracker Program. In addition, training requirements are tracked by a member of the HS&E/Risk Management Department and documentation will be uploaded onto the PEC Training Tracker.

Delivery of Induction, Transfer & Refresher Training

Employees receive initial induction training and no work by any employee will be allowed to begin until the orientation is completed.

Formal training sessions are conducted either by on or off site by the HS&E Training and Safety Director or by competent/qualified third-party instructors for the required subject matter.

Supervisor Safety Management Training

Supervisors and managers receive annual, safety management system training.

SUBPART D - RESPONSIBILITIES

Safety Manager

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

Site Manager and Supervisors

1. Shall ensure all employees assigned to their project meet job competency requirements and complete training identified in the training matrix.
2. Shall ensure that any work that may endanger an employee must be completed by an employee who is competent to do the work.



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3. Shall ensure all employees have sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Employees

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

SUBPART E - TRAINING DOCUMENTATION

All training must be documented with: date; employee name and signature, instructor name and signature; title of course, and location where taught and will be inputted into the PEC Training Tracker Program.

Each new employee shall receive an orientation prior to beginning any work.

BGCI TRAINING MATRIX

COURSE	SOUTH LA	TRUCKING	CO/ND KS/TX	CENTRAL STATES	FREQUENCY	POSITION / DEPARTMENT
Access to Medical Records	X	X	X	X	Initial	ALL
Accident Reporting	X	X	X	X	Initial	ALL
Back Safety	X	X	X	X	Annual	ALL
BBS Program	X	X	X	X	Annual	ALL
Bloodborne Pathogens	X	X	X	X	Annual	ALL
Compressed Gas Safety	X	N/A	X	X	Initial	ALL
Confined Space	X	N/A	X	X	Annual	PRN
Defensive Driving	PRN	PRN	PRN	PRN	3 yrs.	PRN
Emergency Response	X	X	X	X	Initial	ALL
Electrical Safety / LOTO	X	N/A	X	X	Annual	ALL
Excavation / Trenching	X	N/A	X	X	Annual	Civil Div. & as Needed
Fall Protection	X	X	X	X	Annual	ALL
Fire Safety / Fire Exting.	X	X	X	X	Annual	ALL



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First Aid / CPR	PRN	PRN	PRN	PRN	2 yrs.	PRN
Forklift / Manlift Safety	PRN	N/A	PRN	PRN	4 yrs.	Operators
Hand and Power Tools	X	N/A	X	X	Initial	PRN
H2S Safety	X	X	X	X	Annual	All
Hazcom	X	X	X	X	Annual	All
Hearing Conservation	X	X	X	X	Annual	All
JSEA	X	X	X	X	Annual	All
Ladder Safety	X	X	X	X	Initial	All
PPE	X	X	X	X	Initial	All
Rigging	X	X	X	X	3 yrs.	PRN
Respiratory Protection	PRN	X	X	X	Annual	PRN
Water Safety	X	N/A	N/A	N/A	3 yrs.	PRN
Welding Safety	PRN	N/A	PRN	PRN	Initial	Welders & Fitters
Site Specific	X	X	X	X	PRN	All

PRN – As required

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