



PHYSICAL RESOURCES

Electrical Shop Safe Work Procedure

5.13.3 Worker Qualification and Field Work Audit

Original Approval Date: May, 2015

Date of Most Recent Review: February, 2020

Review Timeline: Three Years

Technical Reviewer: Manager, Electrical Shop:

Bruce McCurry

Management Endorsement: Director, Maintenance & Energy Services:

Steve Nyman

1. Scope

The Electrical Maintenance Manager or Equivalent shall complete the worker qualification audit on an annual basis at no more than 12-month intervals to ensure worker qualifications are up to date and to identify current and future training needs.

2. Terminology and training interval

2.1. C of Q – Certificate of Qualification; 309A or 442A; must always be current

2.2. LOTO - Lock Out Tag Out; worker to be trained every 3 years

2.3. ESA – Electrical Safety Awareness; worker to be trained every 3 years

2.4. CU – Code Update; worker to be trained to latest edition of the Ontario Electrical Safety Code

2.5. FWA – Field Work Audit; to be completed at least annually by supervisor

3. Procedure

Any time a new employee is hired, and at least once a year there after the maintenance manager will audit the employee on an annual basis to identify work practices and training requirements using the Supervisor Field Work Audit Form. The manager will distribute these audits evenly throughout the year to ensure all workers are thoroughly audited at least every 12 months.

4. Relevant Legislation

Occupational Health and Safety Act, 1990.

2018 Ontario Electrical Safety Code

CSA Z462-18

5. Related Policies, Procedures and Documents

N/A

Revision History

Revision No.	Revision Date (M,Y)	Summary of Change
00	February 2020	N/A
01	N/A	