

# Checklist Of “Competent Person” Functions, Jobs & Tasks (Ontario Employers)



OHS laws generally require all workers to be properly trained, instructed, equipped and supervised to recognize and protect against the hazards they encounter while doing their jobs. But generalized health and safety preparation may not be enough. There are also specific higher-risk, higher-skill jobs, functions, tasks and duties that the law says must be done by a “competent person.” As safety coordinator, it’s crucial to understand the “qualified person” requirements to ensure that the right people are assigned to the right jobs, i.e., the jobs they’re competent to carry out safely. Here’s a Checklist of all the jobs that Ontario OHS laws require to be performed by a “competent person.”

## CHECKLIST OF JOBS & FUNCTIONS THAT MUST BE PERFORMED BY A COMPETENT PERSON

**Instructions:** Under Ontario OHS laws, certain safety-sensitive jobs, functions, operations and responsibilities may be carried out only by a “competent” person, defined as one who: (a) is qualified because of knowledge, training and experience to organize the work and its performance, (b) is familiar with the Ontario *OHS Act* and regulations that apply to the work, and (c) has knowledge of any potential or actual danger to health or safety in the workplace. Please complete the

following Checklist to verify that each designated task is being performed and that the person performing it is a competent person.

TASK	YES	NO	COMMENTS
<b>GENERAL</b>			
Serve as a supervisor			
<b>CONFINED SPACE</b>			
Develop and implement a confined spaces entry plan or entry permit that provides for: <ul style="list-style-type: none"> <li>• Workers' duties;</li> <li>• Co-ordination of safety measures;</li> <li>• On-site rescue procedures;</li> <li>• Rescue equipment and methods of communication;</li> <li>• PPE, clothing and devices;</li> <li>• Isolation of energy and control of materials movement;</li> <li>• Attendants;</li> <li>• Adequate means for entering and exiting;</li> <li>• Atmospheric testing;</li> <li>• Procedures for working in the presence of explosive or flammable substances; and</li> <li>• Ventilation and purging</li> </ul>			
Verify that the entry permit complies with the relevant plan before each shift			
<b>CONTROL OF EXPOSURE TO CHEMICAL OR BIOLOGICAL AGENTS</b>			

TASK	YES	NO	COMMENTS
<p>Person who's qualified because of knowledge, training and experience in industrial hygiene practice must:</p> <ul style="list-style-type: none"> <li>• Perform or direct the required procedures for monitoring, sampling and determining airborne concentrations of a biological or chemical agent and worker exposure to airborne concentrations of a biological or chemical agent; and</li> <li>• Provide an opinion as to whether a respirator approved by a testing and certification agency other than NIOSH, furnish the worker protection at least equal to the protection furnished by the use of a respirator approved by NIOSH</li> </ul>			
<b><i>ASBESTOS ON CONSTRUCTION PROJECTS &amp; IN BUILDINGS &amp; REPAIR OPERATIONS</i></b>			
Collect materials at the workplace to be tested to determine whether the material is asbestos-containing material (ACM) and, if so, for establishing its asbestos content and the type of asbestos it contains			
Inspect and maintain the ventilation system required in a Type 3 operation before each use to ensure that there's no air leakage			
<p>Inspect the work area at a Type 3 operation for defects in the enclosure, barriers and decontamination facility:</p> <ul style="list-style-type: none"> <li>• at the beginning of each shift,</li> <li>• at the end of a shift if there is no shift that begins immediately after the first-named shift, and</li> <li>• at least once each day on days when there are no shifts</li> </ul>			

<b>TASK</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Upon completion of the work at a Type 3 project, visually inspect the enclosure and work area inside the enclosure to ensure they're free from visible dust, debris or residue that may contain asbestos			
Perform clearance air testing once the work area inside the enclosure is dry after washing and HEPA vacuuming and inspection verify absence of visible dust, debris or residue that may contain asbestos are completed			
Provide workers working in a Type 1, Type 2 or Type 3 operation instruction and training in: <ul style="list-style-type: none"> <li>• The hazards of asbestos exposure;</li> <li>• Personal hygiene and work practices; and</li> <li>• The use, cleaning and disposal of respirators and protective clothing</li> </ul>			
<b><i>DESIGNATED SUBSTANCES(1)</i></b>			
Person who's qualified because of knowledge, training and experience in industrial hygiene practice must: <ul style="list-style-type: none"> <li>• Perform or direct the required procedures for monitoring, sampling and determining airborne concentrations of a designated substance and worker exposure to airborne concentrations of a designated substance; and</li> <li>• Provide an opinion as to whether a respirator approved by a testing and certification agency other than NIOSH, furnish the worker protection at least equal to the protection furnished by the use of a respirator approved by NIOSH</li> </ul>			
<b><i>WINDOW CLEANING</i></b>			

TASK	YES	NO	COMMENTS
Inspect lifelines used in a fall arrest system for wear before each day's use and report any defects or damage to a supervisor			
Supervise the erection, alteration or dismantling of a scaffold			
<p>Before each day's use, inspect and report any defects or damages in the primary suspension line and lifeline used in a:</p> <ul style="list-style-type: none"> <li>• suspended scaffold that's permanently installed on a building or structure;</li> <li>• suspended scaffold that's transported in component form and assembled for use at a work site; and</li> <li>• boatswain's chair or similar single-point suspension equipment intended for the support of one worker</li> </ul>			
Upon being designated by the owner of the building, inspect all anchor points and permanently-installed suspended scaffolds before they're used for the first time and thereafter as often as necessary but no less frequently than recommended by the manufacturer, and at least once a year			
After carrying out the above inspection, immediately report any defects or hazardous conditions in the anchor points and any permanently-installed suspended scaffold to the building owner			
<b>X-RAY SAFETY</b>			

TASK	YES	NO	COMMENTS
Employer must designate a person, for each X-ray source, who's competent because of knowledge, training or experience in the use and operation of X-ray sources and in radiation safety practices, to exercise direction over the safe use and operation of the X-ray source			
Use or supervise the use of an X-ray machine			
<b>INDUSTRIAL ESTABLISHMENTS</b>			
Operate a hand-held nailing gun or similar tool			
A suitably equipped competent person who's able to recognize the hazards and perform rescue operations, including artificial respiration, must be available and able to see the worker performing the work during installation of equipment or a conductor operating at a nominal voltage of 300 volts or more where it's not practical to disconnect electrical installations, equipment or conductors from the power supply before working on, or near, live exposed parts of the installations, equipment or conductors			
Thoroughly examine a lifting device to determine its capability of handling the maximum load as rated: <ul style="list-style-type: none"> <li>• Before the lifting device is used for the first time, and</li> <li>• As often as necessary after that but no less frequently than recommended by the manufacturer and in any case, at least once a year</li> </ul>			

<b>TASK</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Create and sign a written record of the above examination			
Operate or accompany a worker who's being instructed on the use of a lifting device			
Operate or accompany a worker who's being instructed on the use of mobile equipment			
Act as a signaler for the operator of a vehicle, mobile equipment, crane or similar material handling equipment who doesn't have a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment or its load			
<b><i>CONSTRUCTION PROJECTS</i></b>			
Inspect all machinery and equipment, including fire extinguishing equipment, magazines, electrical installations, communication systems, sanitation and medical facilities, buildings and other structures, temporary supports and means of access and egress at a project overseen by a constructor to ensure that they don't endanger any worker			
Perform tests and observations necessary to detect hazardous conditions on a project			
Train and provide adequate oral and written instructions to a worker who may use a fall protection system			
Inspect the travel restraint system before each use			
Inspect the fall restricting system before each use			

TASK	YES	NO	COMMENTS
Inspect the fall arrest system before each use			
Install safety nets			
Inspect and test, under an engineer's supervision, the installation of the safety net before it's put into service			
Inspect and test, at an engineer's designation, the horizontal lifeline system before each use			
Perform testing in an excavation, building, or other enclosed structure in which an internal combustion engine is being operated to ensure airborne concentrations of carbon monoxide to ensure concentrations don't exceed the permissible limits set out in the Regs. (Sec. 4 of Regulation 833 (Control of Exposure to Biological or Chemical Agents))			