Checklist Of ‘Qualified Person’ Functions, Jobs & Tasks (Federally Regulated 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 “qualified person” (known as a “competent person” in most other jurisdictions). 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 federal OHS Regulations require to be performed by a “qualified person.”

Instructions: Under the *Canadian Occupational Health and Safety Regulations* governing federally regulated workplaces, certain safety-sensitive jobs, functions and operations may be carried out only by a “qualified person,” defined as an individual who has the knowledge, training and experience necessary to be considered as qualified to perform that duty safely and properly. Please complete the following Checklist to verify that each designated item is being performed and

that the person performing it is a qualified person.

'QUALIFIED PERSON' VERIFICATION CHECKLIST Inspection of Window Cleaning Above Ground Floor Level of a Building			
TASK	**YES**	**NO**	**COMMENTS**
Inspect anchor points and permanently installed suspended platforms used for window cleaning to ensure they meet OHS regulatory requirements and CSA Z91-M1980, *Safety Code for Window Cleaning Operations,* dated May 1980			
Immediately issue a written, signed and dated report inform the employer of any defects or hazardous conditions detected in the anchor points or permanently installed suspended platforms during the inspection			
HVAC			
Set out Every employer shall appoint a qualified person to set out, in writing, instructions for the operation, inspection, testing, cleaning and maintenance of an HVAC system and the calibration of its probes or sensors in accordance with CSA Z204-94, *Guideline for Managing Air Quality in Office Buildings*, dated June 1994			
Implement the HVAC instructions			
Make a written report of each HVAC inspection, testing, cleaning and maintenance operation			
Review and, if necessary, modify the HVAC instructions: • when modifications to the HVAC system are made, • after ASHRAE 62-1989, *Ventilation for Acceptable Indoor Air Quality*, is amended, • when an investigation finds that a health or safety hazard exists, or • at least every 5 years			
Create a procedure for investigating situations in which an employee's workplace health or safety may be endangered by the air quality in accordance with Department of Health publication 93-EHD-166, *Indoor Air Quality in Office Buildings: A Technical Guide*			
Carry out air quality investigations in accordance with the above procedure			