

SUBJECT: Job Competency Safety Program

REGULATORY STANDARDS: Company Policy

Purpose

SUBTERRA UTILITIES attempts to ensure that our employees have a work environment free from recognized hazards. The purpose of this program is to ensure all employees are appropriately trained and competent to perform their jobs and to establish general job competency requirements for all employees.

Responsibility

The Program Manager is the program coordinator, acting as the representative of SUBTERRA UTILITIES owners, who have the ultimate responsibility for all facets of this program. The Program Manager is the sole person authorized to amend these instructions. SUBTERRA UTILITIES has authorized the Program Manager and any Supervisor or Employee to halt any operation of SUBTERRA UTILITIES where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the basic awareness training before their assignment to work.

Contents of the General Health & Safety Program		Page
General		2
Responsibilities		2
Documentation		3
Qualifications		3
Training and Competency Needs		4
Induction, Transfer, & Refresher Training		4
Safety Program Revisions & Updates		4

General

Competence is a combination of knowledge, understanding and skill. The appropriate level of competence cannot be acquired simply by attending a training session. The understanding and skill are acquired by experience. For individuals involved in exposure to HSE hazards and risks, experience and training are essential. The following components are to be considered for each worksite's delivery team for competency assurance:

- **Experience**
- **Level of Knowledge**
- **Capability to Perform**

SUBTERRA UTILITIES shall ensure competency is verified before employees are permitted to perform tasks

independently. A competent person (supervisor, mentor, instructor, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently.

Responsibilities

Program Manager

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

Site Manager and Supervisors

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

SUBTERRA UTILITIES Responsibility

SUBTERRA UTILITIES shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

SUBTERRA UTILITIES Employee's Responsibility

New employees will be asked to provide evidence of completion of any safety training received from the union, other contractors, and outside training sources. The status of employee training shall be maintained electronically and in the employee's personnel file and updated as additional training is provided.

It is each employee's responsibility to physically attend and understand each training session offered by SUBTERRA UTILITIES. Training documentation will be kept in the employee's personnel file. It is also that employee's responsibility to keep any documentation they receive. (For example, OSHA 10 Hour cards, Scaffold User and any other training cards.)

It is each employee's responsibility to perform their work in a safe and professional manner. They have that responsibility not only to themselves but their co-workers and their families. If at any time an employee does not think the job they are about to perform is safe, they have the right to stop the work and ask questions.

Documentation

Documentation is obtained from employees to demonstrate they meet the qualifications of their job before being allowed to perform tasks independently. 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.

Qualifications

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

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. 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. Minimum qualification requirements have been established for each role.

Induction, Transfer & Refresher Training

Employees receive initial induction training. No work by any employee is allowed to begin until the orientation is completed.

Training requirements are tracked by the Safety Officer and formal training sessions are conducted either on or off site by the Safety Officer or competent/qualified instructor for the required subject matter.

Safety Program Revisions & Updates

The table below shall be used to record revisions and or updates conducted to this safety program. The date, person conducting the revisions and revision notes shall be added each time for record keeping purposes.

Revisions & Updates		
Date	Name	Revision Notes
03/20/2025	Enrique Garza	Document Format Revision & General Review Completed

Program Development Disclaimer: Title [i.e. Safety Manager, Safety Director, Site Safety Coordinators, Project Managers, Site Supervisors, Employees, etc.] references and Safety Responsibility sections added to written procedures developed by CSC are referring to the Client's [Your] internal designated employees and your responsibilities. CSC personnel shall not be on site full-time to oversee your work activities and shall not be responsible for the day-to-day safety responsibilities as it is associated with your scope of work. CSC personnel shall conduct random safety compliance audits of your active projects as work is in progress only if we have a signed master service agreement that includes conducting random safety compliance audits.