|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GHANA NATIONAL GAS COMPANY** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | First Issue |  |  |  | Draft |
| **Rev** | **Reason of Issue** | **Date** | **Prepared** | **Checked** | **Approved** |
| **Document Title:**  **COMPETENCE AND AWARENESS**  **PROCEDURE**  **Document number: gngc-HRP-720**  **DOCUMENT TYPE: SYSTEM PROCEDURE** | | | | | |

**1.0 PURPOSE:**

To establish, implement & maintain a procedure to ensure that all the personnel are trained appropriately to the requirements of Occupational Health & Safety Management System including those whose work may create a significant risk on safety.

**2.0 SCOPE:**

This procedure also applies to all permanent, contract employees & personnel working under the control of Ghana National Gas Company, whose job may affect the functioning of Occupational Health & Safety Management System.

**3.0 RESPONSIBILITY:**

3.1 The General Manager, Human Resource (HR) is responsible for identifying requirements for each position that affects health and safety matters and documenting these requirements in a job description.

3.2 The Human Resource department is responsible for maintaining records of employee qualifications.

3.3 Departmental Heads are responsible for identifying specific training requirements for positions in their area.

3.4 The General Manager, Human Resource (HR) and Departmental Heads are responsible for identifying training needs and preparing action plans for their implementation.

3.5 The HSE Manager/HR Department is responsible for scheduling training for employees, and evaluating the effectiveness of the training.

3.6 Employees are responsible for completing training and giving completion action plans to their respective managers

**4.0 DEFINITIONS:**

**4.1 Training –** Includes all forms of training such as on job experience and background education, programmed training or OHS training.

**4.2 Awareness** – This refers to awareness on Occupational Health & Safety Management System in terms of the OHS policy and OHS Objectives.

**4.3 Competence** – All employees or personnel working for or on behalf & under the control of Ghana National Gas Company whose jobs can affect Occupational Health & Safety should be competent. This means that the education, experience and training requirements for the job role must be defined and the employee must meet the requirement.

**5.0 PROCEDURE:**

5.1 At Ghana National Gas Company, training are conducted across the organization for various topics as covered in the training plan. This is to ensure that the employees are made aware of:

* The importance of conformance with the Occupational Health & Safety policy and organizational objectives derived to meet the policy.
* The control methods derived to reduce the OH&S Hazards identified in the area.
* The preparedness for potential emergency situations.
* OH&S consequences actuals or potentials of their work in case of deviations and appropriate corrective actions for the same and evaluate the effectiveness of the actions taken.

**5.2   Competency, Training & Awareness:**

Employees working or working on behalf & under the control of Ghana National Gas Company in the areas where hazards have been identified are trained to build competency for handling the hazards, and ensuring performance and effectiveness of the management system. They must be made aware of their contribution to the effectiveness of the OHS management system, including the benefits of improved OH&S performance and the implications and potential consequences of not conforming to the OH&S management system requirements. The HR Manager retains the records of competency. Heads of department and GM, HR within the scope of OHS shall be responsible for assuring that the appropriate training, awareness, and competence requirements have been defined and met. The associated records of competency are retained by the HSE MANAGER and HR as relevant for fulfilling the requirement of competency.

**5.3 Identification of Training Needs and Training Calendar:**

The training needs pertaining to the Occupational Health & Safety Management system are identified:

1. At the start of the implementation of the OHS Management System – a training plan is derived for all departments. where the common topics of training are identified. The Heads of departments and GM, HR must make sure that adequate resources are available to allow the employee to receive all appropriate training. If adequate resources are not available, they must develop a plan for completion within a reasonable time frame.
2. On Activities with significant hazards.
3. On Operation control procedures
4. On Incidents that have discrepancies
5. On Emergency Situations
6. After Audit from its observations
7. Change in the management system, introduction of new process/equipment/raw material, which has significant hazards.
8. Induction of new employee based on skill/competency requirements of the person.
9. Change in responsibility is based on the skill evaluation, which is kept as the base to analyse his functional competency against the requirement for the relevant function or position.
10. Based on the competence defined for specific significant process/activity.

Annual Training Plan will be prepared based on the above-mentioned points. After the conduct of training, attendance records are maintained. Training programs are conducted based on the responsibility and ability of the personnel, language & literacy. Competent personnel/ Agency/qualified trainer will conduct the training on the OHS Management system. Effectiveness of training will be evaluated by concerned department HOD. If found not effective re-training will be planned & associate records will be maintained by concerned departmental Head.

**6.0 Document / Record reference**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Document /Record Description** | **Reference No.** |
| 1. | Competency-Matrix | HRF-720-001 |
| 2. | Training Needs Identification | HRF-720-002 |
| 3. | Induction Training | HRF-720-003 |
| 4. | Training Plan | HRF720-004 |
| 5. | Training Attendance Sheet | HRF720-005 |
| 6. | Training Feedback & Evaluation | HRF720-006 |