



**SOP-OHS-05 – Worker Training and Competency Procedure**  
**Worker Training and Competency Procedure**

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**Viking Reinforcing Ltd. – Rebar Fabrication Yard and Reinforcing Steel  
Placement Operations (Parksville, BC)**



## **SOP-OHS-05 – Worker Training and Competency Procedure**

### **DOCUMENT CONTROL**

**Document Number: SOP-OHS-05**

**Standard: ISO 45001:2018 Clause 7.2 – Competence**

**Regulatory Reference: WorkSafeBC Occupational Health and Safety Regulation**

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**Revision: 1.1**

**Effective Date: March 6, 2026**

### **1. PURPOSE**

This procedure establishes the system used by Viking Reinforcing Ltd. to ensure that all workers are trained, competent, and capable of performing their work safely within the rebar fabrication yard and during reinforcing steel placement operations on construction sites.

This procedure supports compliance with:

- ISO 45001 Clause 7.2 – Competence
- ISO 45001 Clause 7.3 – Awareness
- ISO 45001 Clause 5.4 – Worker Participation
- WorkSafeBC Occupational Health and Safety Regulation

### **2. SCOPE**

This procedure applies to all Viking Reinforcing employees including:

- fabrication yard workers
- equipment operators
- supervisors
- maintenance personnel
- reinforcing steel installation crews
- contractors working within Viking Reinforcing controlled work areas

Locations Covered:

1285 Springhill Road – Parksville BC Fabrication Yard

Construction job sites where Viking Reinforcing performs reinforcing steel installation.



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### 3. DEFINITIONS

#### Competency

The combination of knowledge, training, and experience required to perform work safely.

#### Training

Instruction provided to workers to develop skills and knowledge related to workplace safety.

#### Refresher Training

Periodic retraining to maintain competency and awareness of hazards.

#### Competency Verification

Confirmation by a supervisor that a worker can safely perform a task or operate equipment.

### 4. RESPONSIBILITIES

#### Chief Safety Officer – Dan Ansell

- Oversees safety training programs
- Maintains training records and competency registers
- Ensures ISO 45001 training requirements are implemented

#### Superintendent – Thomas Gabinet

- Ensures jobsite personnel possess required safety training before beginning work
- Verifies competency for reinforcing steel placement activities

#### Yard Foreman – Matt Warawa

- Ensures fabrication yard workers are trained in safe equipment operation including:

Schnell BarWiser Rebar Benders

RMS Hydraulic Rebar Shears

Big Blue HD42A Benders

#### Director of Maintenance – Sean Vetra

- Ensures workers performing maintenance tasks are trained in:

Lockout / Tagout procedures

Equipment maintenance safety

Energy isolation procedures



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Workers

Workers must:

- participate in required safety training
- follow safe work procedures
- report hazards and unsafe conditions
- operate equipment only when trained and authorized

### 5. REQUIRED SAFETY TRAINING

Typical safety training for Viking Reinforcing workers may include:

- WHMIS 2015 training
- First Aid certification (as assigned)
- Forklift operator certification (as assigned)
- Telehandler operator training (as assigned)
- Fall protection training
- Lockout / Tagout training
- Rigging and lifting training
- Rebar handling training
- Hazard awareness training
- Jobsite safety orientation

### 6. EQUIPMENT TRAINING REQUIREMENTS

Workers operating fabrication or mobile equipment must receive training specific to that equipment.

#### **Fabrication Equipment**

- Schnell BarWiser 22 Rebar Bender
- RMS 611 Hydraulic Rebar Shear
- RMS 411 Rebar Shear
- Big Blue HD42A Bender

Training includes:

- machine guarding
- pinch point hazards
- emergency stop systems
- safe steel handling procedures



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### **Mobile Equipment**

Workers operating mobile equipment must be trained in accordance with WorkSafeBC mobile equipment safety requirements.

Examples include:

- forklifts
- telehandlers
- material handling equipment

Operators must complete equipment pre-use inspections prior to operation.

## **7. COMPETENCY EVALUATION**

Competency may be verified through:

- completion of formal training programs
- demonstration of safe equipment operation
- supervisor observation and evaluation
- review of worker qualifications and experience

Supervisors must verify competency before workers are permitted to operate equipment independently.

## **8. TRAINING RECORDS**

All worker training must be documented using:

Viking Reinforcing LTD manages training in SALUS and also using the form below.

FORM-OHS-11 – Worker Training Record

Training records are maintained in:

**REGISTER-OHS-04 – Worker Training and Competency Register**

## **9. REFRESHER TRAINING**

Refresher training may be required when:

- new equipment or procedures are introduced
- workers change roles or responsibilities
- incidents indicate training deficiencies



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- regulatory requirements change
- significant hazards are identified

### **10. SAFETY MEETINGS AND TOOLBOX TALKS**

Safety meetings and toolbox talks are conducted regularly to reinforce safe work practices and communicate hazard information.

Topics may include:

- hazard identification
- equipment safety
- incident lessons learned
- regulatory safety updates

Meetings are documented in:

LOG-OHS-04 – Safety Meeting Log

### **11. WORKER PARTICIPATION**

Workers are encouraged to actively participate in safety programs by:

- reporting hazards
- participating in safety meetings
- contributing to hazard assessments
- recommending improvements to safety procedures

Worker participation supports ISO 45001 worker consultation requirements.

### **12. CONTINUOUS IMPROVEMENT**

Training effectiveness will be reviewed periodically during:

- internal audits
- incident investigations
- management review meetings



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### **13. RECORDS AND DOCUMENTATION**

FORM-OHS-11 – Worker Training Record

REGISTER-OHS-04 – Worker Training and Competency Register

LOG-OHS-04 – Safety Meeting Log

FORM-OHS-12 – Equipment Pre-Use Inspection Form

FORM-OHS-06 – Hazard Assessment Form