



# Roles and Responsibilities

Info Sheet 4 a

A “competent person” (defined by OHSA) means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance,
- b) is familiar with this Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace;

The term usually is used to describe a supervisor who may have had a role in organizing the work. However, the regulations, also use the term “Competent Worker” (Construction Regulations) or “a person with adequate knowledge, training and experience” (Industrial, Health Care, Mining or General Confined Space Regulations). The two terms are synonymous (means the same) and can include a worker, a supervisor, a consultant, or anyone who has, in addition to the “academic” knowledge of the task at hand, a hands-on knowledge in safely performing the work, a knowledge of the associated hazards, the possible controls, and the legal requirements in order to enact the necessary controls to protect the health and safety of the workers in and about the confined space. In other words, this person or persons, (as it may be a group of people), must be able to perform the specific task or tasks adequately.

In all Confined Space regulations, a competent person (someone with knowledge, training and experience to organize Confined Space projects) is required for:

- Developing and implementing the confined space plan. This can would include writing the duties for the workers as well as developing and describing protective and rescue systems.
- Verification that the entry permit continues to comply with the plan, prior to the start of each shift (and before first, initial entry).

The regulations ask that employers use “person(s) with adequate knowledge, training, and experience” or “competent workers” (Construction Regulations) to:

- Carry out an adequate assessment of the hazards in the confined space before any worker enters the confined space.
- Conduct the training of workers before they are allowed to enter the confined space.
- Inspect the rescue equipment to ensure it is in good working order.
- Perform adequate tests as often as necessary to ensure that acceptable atmospheric levels are maintained in the confined space.
- Inspect the personal protective equipment used by a worker entering the confined space.



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In addition, although not mentioned in the regulations, you will need these same people to:

- Set up and operate the protective equipment used to control the hazards.
- Carry out the rescue of an injured Entrants.

The CSA Z1006 also identifies 11 roles that have specific tasks that must be completed. These roles may be assigned to or divided among more than one person. The Standard asks that those assigned to carry out the roles be competent. Info Sheet #11 goes into training in more detail.

Your statement of roles and responsibilities should include who (including contractors) would complete the following tasks in your organization. This document could also double as your Contractor Co-ordinating Document.

Activity	Employer	Contractor
Senior Management Oversight	✓	
Inventory Development	✓	
Hazard Assessment	✓	
Hazard Control Plan		
Co-ordinating Document Development & Management		
Training		
Attendant		
Permit Review and Sign Off		
Rescuer Plan & Team		
Barriers (including unauthorized entry)		
Lockout		
Gas Detection		
Ventilation		
Hot Work Protection Systems		
Means of Entry & Egress		
Communication		
Equipment Inspection		
Other Protective Systems Deployment: (e.g. PPE)		

✓ Must be supplied by the Constructor/Lead Employer