



**COMPANY
HEALTH & SAFETY
PROGRAM**

Issue: A

Date: 4/20/2009

Authorized: *GDW*

**Title: Competent Person Designation
Procedure**

Section No: 8

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1.0 PURPOSE

The purpose of this procedure is to provide guidance for PPP project supervisors and subcontractors to assure that "Competent Persons" are designated where and when required, and to provide a means to document the designations in compliance with government regulations.

2.0 SCOPE

This section advises site supervisors of their responsibility to have "Competent Persons" designated for all required activities, and provides a form to be used as both a guideline and as documentation.

3.0 INDEX TO SECTION

- 1.0 Purpose
- 2.0 Scope
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- 4.0 Definition of Competent Person
- 5.0 Procedure
- 6.0 Responsibilities
- 7.0 Related Form

4.0 DEFINITION OF COMPETENT PERSON

Competent Person means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

5.0 PROCEDURE

PPP project supervisors shall establish competent person lists for their individual projects utilizing the attached form S.CPD.1. Lists must be updated as necessary and maintained on file at the job-sites. PPP project supervisors shall update their lists as new job functions commence that are applicable to this procedure and when personnel changes dictate. The Job Safety Analysis as described in Section 37 of this program, many times, will serve as an alert to update the competent person list.



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6.0 RESPONSIBILITIES

1. A project supervisor shall:
 - Designate competent persons;
 - Ensure that a competent person is assigned to each required activity;
 - Evaluate performance of competent persons; and
 - Maintain on file, and update as necessary, PPP Form S.CPD.1 – Competent Person Designation.
2. The PPP safety director shall, as needed:
 - Assist in administering this procedure;
 - Provide training; and
 - Perform periodic audits to verify compliance.
3. The competent person, as applicable, shall ensure compliance with respect to required operations, inspections, testing, repairs, machinery and equipment maintenance, and documentation.

7.0 RELATED FORM

Please find attached:

- [S.CPD.1 - Competent Person Designation](#)

REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
	Program reviewed and Revision History added		GMN	10/20/2014