Competence Management Framework for Safety Management

Introduction

Purpose

This document describes the organisations competency arrangements for safety management.

Scope

The Competency Framework for Safety Management covers all those individuals that perform safety roles defined by the SMS and classified as requiring specific SMS competence.

The management of general safety competencies for all employees is not managed by this framework.

Competence Framework Overview

The organisation recognises Safety Management as a **core-competence** within the HR Competency Framework. The organisation has a Competency Framework for Safety Management to further define the Safety Management core competence. The SMS Roles defined in the Safety Management System are used to describe the Safety Management Competencies (Stage 2). Role Specific Safety Competencies (Stage 3) are established to provide further detail to each SMS Role. This competency structure is described in the figure below.
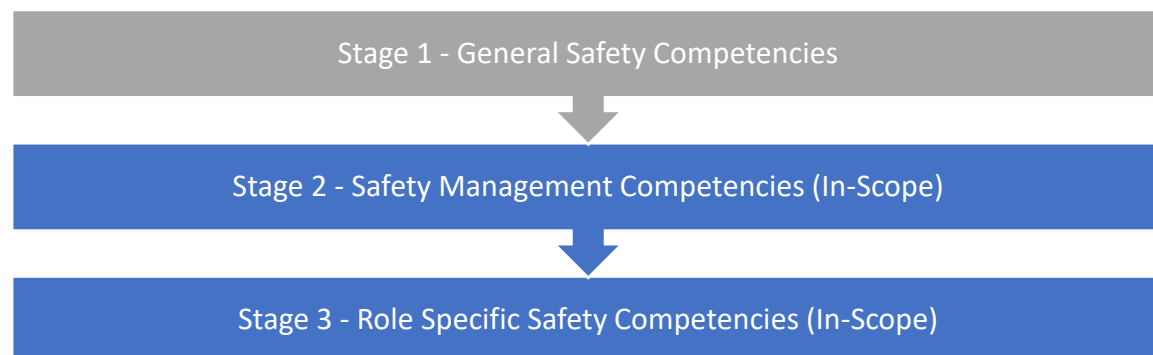
Stage 1 - General Safety Competencies
Stage 2 - Safety Management Competencies (In-Scope)
Stage 3 - Role Specific Safety Competencies (In-Scope)

Figure 1 - Safety Competency Structure

Safety Management Competencies

The set of SMS Roles are used to describe the Safety Management Competence. However, not all roles defined in the SMS require competence. An assessment of whether the Role requires formal competence is assessed. Where the Role does require competence management a minimum level of competence is defined. This minimum level of competence is for the person(s) in the organisation who are responsible for the completion of the task. Other people in the organisation may perform the task under the oversight of the person holding the minimum competency level.

The 'minimum level of competence' for a given Role is based on a 5 level assessment described in Table 1 - Competency Levels for SMS Roles.

Level	Title	Definition
Level 0	No experience	The user has no experience / requires close supervision
Level 1	Basic	Greater than 12 months experience / requires supervision.
Level 2	Competent	Greater than 2 years' experience / applies the task in standard scenarios.
Level 3	Advanced	Greater than 5 years' experience / can conduct the task independently and can tailor the process to new scenarios.
Level 4	Expert	Greater than 10 years' experience / an effective mentor and coach regarding SMS

SMS Roles Assessment

This section lists all the SMS Roles defined in the processes within the Safety Management System. It also includes an assessment whether specific safety competence is required for the role and, if yes, the required minimum level of competence.

Table 2 - SMS Role Competency Assessment

Process	Role	SMS Competence Required? (Yes/No)	Minimum Competency Level to Perform Lead Role
Conduct Safety Risk Assessment	Safety Risk Assessor	Yes	3
	Safety Risk Owner	No	n/a
Report Mandatory Occurrences	Notifier	No	n/a
	Supervisor	No	n/a
	Safety Performance Coordinator	Yes	2
Process A	*Role A*		
Process Z	*Role Z*		

Role Specific Safety Competencies

Role Specific Safety Competencies are defined to further elaborate the competency requirements for each SMS Role. The Role Specific Safety Competencies are based on three categories:

1. Behavioural
2. Technical
3. Process

Table 3 - Role Specific Safety Competencies

Category	Safety Competency	Role A	Role B
Behavioural			
Technical			
Process			

Summary of Staff Competence

The organisation holds a database of staff competency. This database must hold the following information, as a minimum.

Role	Minimum Competency Level to Perform Lead Role	Employee Names	Assessed Staff Competence Level (L0 to L4)	Minimum Training Requirements Completed
Safety Risk Assessor	3	Sarah Shoelace	L3	Yes
		Digby Ivan	L2	No
Role A		Name Surname		
		Name Surname		
		Name Surname		
Role Z		*Name Surname*		

For further information please refer to the Assess Competency of Safety Personnel Process.