

JOB SKILL COMPETENCY



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| Section: | 41 | Revision Number: | 01 |
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1. Scope

- a. This procedure provides basic guidelines for **H2 Enterprises, LLC (H2)**, Job Skill Competency Program.

2. Purpose

- a. Safe work practices and procedures must be followed at all times. A culture of safe behavior will be reinforced by Management and Project Leaders. A commitment to a safe work environment will be established at the start of each day.
- b. **H2 Enterprises, LLC (H2)** is dedicated to the development of all its employees. Employees will be prepared and trained per project specific OQ and owners training needs.
- c. Employees will be engaged in a knowledge, skill and abilities development program based on the following components of their job role:
 - i. Safety i.e. participation, adhering to safe work practices, operating equipment, or facilitating safety trainings and meetings.
 - ii. Essential Function Knowledge i.e. possesses a clear knowledge of job role and safety standards, technical skills, utilizes educational material and standards to perform work.
 - iii. Performance Quality
 - iv. Performance Volume
 - v. Reliability
 - vi. Cooperation and Attitude
 - vii. Customer Service

3. Procedure

- a. **H2** maintains an up to date Organizational Chart of management team and has Job Descriptions for all trades.
- b. **H2** documents, maintains all records of skill attainment, course certifications, licenses, degrees, or operator qualification documentation for internal safety and human resource requirements. Additionally, records are kept too ensure compliance with regulatory agencies and contractor
- c. **H2** has on site certified instructors/trainers, subject matter experts, proctors, and administrators that facilitate core competency and skill attainment to prepare employees for tasks that meet standard operating procedures of essential work functions.

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- d. It is the responsibility of project leaders to ensure that task specific training is conducted as it relates to job roles. This is conducted through daily tailgate work permit authorization, in which project leaders have carved opportunities to address training and development in knowledge, skills, and abilities.
- e. Project leaders will verify that employees meet or exceed standards as it relates to task or skill attainment prior to employees performing tasks independently.

4. Training and Documentation

- a. Annual training review on this policy will be conducted during new hire training, annually, or as needed.
- b. Training records shall be maintained on file the project by Project Leaders or at the home office.
- c. Noncompliance by any employee with any part of this described program will result in appropriate disciplinary action as outlined in Section 16- Corrective Actions and Discipline Procedure.