

# Electrical Safety Toolbox Talk

## Competence

Competence can be described as **the combination of training, skills, experience, and knowledge that a person has and their ability to apply them to perform a task safely**

Each person in our industry whether they are an Authorised Person, Nominated Person, Electrical Control Room Operator, COSS (Controller of Site Safety), or PICOP (Person in Charge of Possession) holds certain competencies that enable them to perform their task safely.



- It is vital that we all recognise our level of competence and NEVER go outside that level of competence.
- We have a duty to ourselves and others not to carry out a task that we are not competent to perform.
- If you are asked by someone to carry out a task that you are not competent for, you MUST inform that person that you cannot do that task. If required, invoke the work-safe procedure.
- If you inadvertently ask someone to perform a task that they are not competent to perform, then you MUST accept their refusal as an intervention.
- Many accidents and/or incidents have occurred due to people working outside their level of competence because they believed they were “helping the job”

**However, you do not need any competence to challenge - just a clear voice. Knowing your level of competence is key to keeping you and others safe.**



### DO

- Confirm you are competent to perform any task allocated to you.
- Carry the relevant competence certificate.
- Where relevant check competence using your NCCA QR code.

### DO NOT

- Ask others to carry out work that they are not competent to do.
- Work outside your competence level.
- “Just do it” to help the job!

## Sample Questions

You can use these to check understanding, feel free to ask your own questions

- Who is responsible for maintaining/updating your competence?
- What level of competency do you need to challenge the safe system of work?
- Have you ever been asked to do a task that you were not competent to do, if so, what did you do?
- If someone chooses to challenge your competence, what actions should we take?

