



**Bangladesh Power Development Board
INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001 : 2015, ISO 14001 : 2015 & ISO
45001 : 2018 STANDARDS)**

COMPETENCY MANAGEMENT



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Document No.:
BPDB-IMS-PR-039

Revision No.: 00

Revision Date: 01-11-2021

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1. Purpose

The purpose of this procedure is to ensure adequate competency of employees of BPDB to perform task in a professional manner technically and to address training needs that may have an impact on health and safety in workplace activities.

2. Scope

All areas and departments of BPDB are responsible to comply with this procedure.

3. Terms and Definition

None

Abbreviations

DTCD – Directorate of Training and Career Development Department

BPDB – Bangladesh Power Development Board

4. Roles and Responsibilities

Directorate of Training & Career Development department (DTCD) in conjunction with the area and operational managers and HSE Engineer, will be responsible for the development of a Health and Safety training plan. The training plan will consider the aspects of health and safety objectives and targets, significant risk/hazard and applicable legal and other requirements. The area and functional managers All the BPDB sites are responsible for ensuring that the appropriate employees receive training required under the plan. The head of plants/sites will be responsible for ensuring that all employees receive introductory training on the OH&S Management System.

5. Procedure

The site head ensures that only personnel with suitable qualification and experience are employed on work tasks which have the potential to cause harm. He will take action to ensure that training requirements are met and that the effectiveness of training to meet requirements is monitored. All personnel are appraised with respect to competence.

The head of the site shall ensure that all persons understand the importance of their training and experience and how they can work effectively to ensure safe working. He will also ensure that personnel are aware of the health and safety consequences of their work activities and the benefits of following safe working practices.

It is ensured that records of training, education, qualification and experience are maintained.

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BPDB ensures competency and awareness through the following means:

5.1. General Awareness and Orientation Training

The responsible person at site shall conduct or require employees/contractors to undertake a general awareness and orientation training course for all persons performing tasks for it or on its behalf who will be working on the site. Such persons shall be required to complete the training before they start any work activities. The training shall consist of the following:

- i. The importance of conformity with the Statement of Commitment to Health and Safety and all OH&S documents.
- ii. The significant health and safety hazards & risks and related actual or potential impacts associated with their work, and the benefits of improved personal performance.
- iii. Roles and responsibilities in achieving conformity with the requirements of the OH&S management system.
- iv. The potential consequences of departure from specified procedures.


Health and safety **general orientation for all staff** on regular interval, shall include but not limited to the following:

- General Responsibilities on health and safety
- High-risk Work (Lock out/ Tag Out; Confined Space, Hot Work; Cranes & Lifting; Excavation; working at Heights; Conveyor)
- Housekeeping
- Hand and Power Tools
- Machine Guarding
- Material Handling
- Health Hazards
- Fire Prevention
- Security Awareness

Health and safety **general orientation for Supervisor** on regular interval shall include but not limited to the following:

- Introduction to local work area Hazard recognition
- PTW
- Transportation and communications
- Emergency evacuation procedures
- Mandatory health and safety standards
- Area specific hazards
- Accident reporting and Investigation
- P.P.E. requirements
- Work specific procedures

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The sponsor of a visitor or short-term contractor shall conduct a visitor orientation, and it shall include the following:

- The guest shall be informed they are required to attend the Visitor Orientation program
- The Visitor Orientation program shall be conducted before the visitor is allowed on site
- Ensure the visitor has appropriate PPE, and shall comply with site rules and regulations while on site
- Be escorted by a competent person the entire time the visitor is on the property

5.2. OH& S Management System Lead Auditor Training

The trainers shall conduct yearly refresher courses for selected staff.

5.3. Specific Training

The site head shall identify which employees require Specific Safety Training for high risk work, and shall include the following:

- Control of Hazardous Chemicals
- Basic First Aid
- Fire Prevention
- Energy Isolation
- Work at Heights
- Confined Space
- Electrical Safety
- Hot Work

5.4. Evaluating the Effectiveness of Training Programs for Competence

The HSE department shall measure and review the training programs for their effectiveness through the following:

- Assessing the quality of training delivered (e.g. use of questionnaires, course evaluations and tests after training)
- Observing and assessing work practices and/or workplaces
- Analyses of accidents/incidents which identify training as a basic or underlying cause

The effectiveness of the training programmes is the responsibility of respective Managers. Manager and/or section head and/or trainer, and are measured and evaluated by suitable and appropriate means. Managers and section heads are further responsible to ensure that all their employees are aware of the relevance and importance of their duties and activities with regard to health and safety.

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5.5. Frequency

The training plan shall be developed on annual basis and be updated whenever changes are made to the significant health and safety aspects, objectives, targets, or operational controls. General health and safety training shall be made available on a continual basis to ensure that new employees are made aware of the health and safety management system.

6. References

- a) ISO 45001: 2018 Standard

7. Appendix

- a) BPDB-IMS-FR-036 - Health and Safety Training Plan

8. Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

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Reviewed By			