

## JOB COMPETENCY PROGRAM

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### PURPOSE / SCOPE

The purpose of this program is to establish general job competency requirements as well as required training programs designated by position within Winger Companies, herein referred to as Winger.

### EDUCATION & TRAINING

#### SAFETY DIRECTOR

- Identifies, updates and monitors minimum qualification requirements, job titles and training documentation.
- Supplies training reports to clients and all Winger management.

#### SITE MANAGER AND SUPERVISORS

- Shall ensure all employees assigned to their project meet job competency requirements and complete required training.
- Shall ensure that any work that may endanger an employee must be completed by an employee who is competent to do the work.
- Shall ensure all employees have sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

#### EMPLOYEES

- Attend and follow requirements of safety and health management training.

### STANDARDS

The term "Competent Person" is used in many OSHA standards and documents. An OSHA "competent person" is defined as "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" [29 CFR 1926.32(f)]. By way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them. Some standards add additional specific requirements which must be met by the competent person.

Winger understands that competency comes with both experience and cannot solely be acquired in a classroom. The Company recognizes a competent or "qualified" person as one who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

At Winger our view of competency assurance involves the continuous assessment of training and development needs against a person's responsibilities, abilities and critical activities. This process enables the continuous improvement to ensure competency assurance is an ongoing process.

- Candidate selection and hiring process for specified job (reference and background check, drug screen, physical assessment).
- Person assessed and hired for position.
- Experience, qualifications assessed for initial training.
- Initial training completion. Assess for further training.
- Complete on the job training.
- Competency continually assessed including annual performance appraisal.

- ✚ If employee promoted, further training begins.

Competency is verified before employees are permitted to perform tasks independently. A competent person (supervisor, lead hand, instructor, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently. Any Lone Worker or Short Service Employee (SSE) will fall under the SSE requirements as well.

#### **DOCUMENTATION**

Documentation is obtained from employees to demonstrate they meet the qualifications of their job. Based on the job description requirements documentation may include educational, certifications, licenses, prior acceptable training course completion, etc. Documentation is reviewed and confirmed as actual during the employee hiring process.

#### **POSITIONS**

To clarify roles and responsibilities related to training, there is a list of job titles/ roles established for Winger. Please contact the Safety Director for the most recent list. Based on the positions and their exposure to risk the required training is listed below in the Training section.

#### **QUALIFICATIONS**

Minimum qualification requirements for each job title have been established by Winger. Qualifications may include a combination of education, certifications and work experience. Safety training completion for the indicated job title is required before full qualifications are met to allow an employee to begin work.

#### **IDENTIFICATION OF TRAINING**

Employees are provided job specific training related to their roles and responsibilities and trained on the tasks they perform on a regular basis. Training is identified by job classification and trade as listed in the Training section below.

#### **TRAINING RECORDS & REQUIREMENTS**

All training records are maintained on site either by the Winger Safety Director or management or their designee. All training must be documented with: date; employee name, employee signature; instructor name; instructor signature and title of course.

Training requirements are tracked by the Winger Safety Director. Formal training sessions are conducted on or off site by the Safety Director or a qualified instructor designated by the Safety Director.

Each new employee shall receive an orientation prior to beginning any work.

#### **EMPLOYER RESPONSIBILITY**

Winger shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

Employees required to handle or use poisons, caustics, and other harmful substances shall be instructed regarding the safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required.

Employees required to handle or use flammable liquids, gases or toxic materials shall be instructed in the safe handling and use of these materials and made aware of the specific requirements contained in OSHA regulations.

All employees required to enter into confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and the use of protective, emergency equipment and training required.

## **SAFE RETURN TO WORK (MODIFIED DUTY)**

Modified work should be offered, wherever possible, to employees who are unable to return to their regular duties following a workplace injury or illness. The benefits of offering modified duty include, but are not limited to, reduced Workers Compensation costs, improved employee retention, enhanced employee morale, reduction in lost time days, and a strengthening of the company's relationship with its employees. Modified work should be meaningful to the employee and the company, and consistent with work restrictions outlined by the treatment provider.

A list of jobs available to be performed for employees on modified duty should be maintained. All jobs should be assessed to determine which jobs can be performed by persons working under specific restrictions. It is recommended that a Physical Demands Analysis (PDA) be prepared for each of these jobs to ensure workers are placed accordingly.

Employees are made aware of the company's Safe Return to Work (Modified Duty) program by reviewing the policy as part of the new employee orientation, and/or posting the policy in a conspicuous location, etc.

Local health care providers should be advised that your company provides modified work to injured employees, whenever practicable. This may be accomplished proactively making arrangements with clinics who specialize in Occupational Health, and recommending injured employees seek treatment there. If/when this is not practicable, a standard letter should be drafted that outlines the company's modified work opportunities. Injured employees should take this letter with them when they visit their health care provider.

The employer must ensure that modified work being offered is consistent with the medical restrictions listed by the health care provider. Workers must ensure that changes in the scope of the modified work must adhere to the medical restrictions. Modified work is temporary and should be managed with a goal to return the individual to full time work as soon as deemed medically fit.

Supervisors will be made aware of the restrictions to ensure the modified work meets the physician's orders. Medical records should be kept by the employer strictly on a need-to-know basis. The records should be kept in a locked file. The employer should maintain written records of incident details. This will help the employer recall information about the circumstances of the incident at a later time, and will demonstrate due diligence. Incident investigation records should be maintained. Records should be kept of communications with the injured employee regarding modified work. Workers Compensation and medical records, where applicable, should also be maintained.

## **EMPLOYEE'S RESPONSIBILITY**

New employees will be asked to provide evidence of completion of any safety training received from the union, other contractors, and outside training sources. The status of employee training will be maintained electronically and in the employee's personnel file and updated as additional training is provided.

It is each employee's responsibility to physically attend and understand each training session offered by Winger. Training documentation will be kept in the employee's personnel file. It is also that employee's responsibility to keep any documentation they receive. (For example, OSHA 10 Hour cards, Scaffold User and any other training cards.)

It is each employee's responsibility to perform their work in a safe and professional manner. They have that responsibility not only to themselves but their co-workers and their families. If at any time an employee does not think the job they are about to perform is safe, they have the right to stop the work and ask questions.

## TRAINING

Upon hire, each employee is scheduled for Winger Orientation Training. This training shall include the following topics:

### TRAINING DISC 1

- ✚ In the Know (Hazard Communication) – 10 minutes
- ✚ Precautions Pay (Bloodborne Pathogens) – 10 minutes
- ✚ Equipped for Safety (PPE) – 13 minutes
- ✚ Use the Right Tool (Safety Glasses) – 9 minutes
- ✚ Safety Up Above (Fall Protection) – 14 minutes
- ✚ The Safe Set-up (Scaffold Safety) – 11 minutes

### TRAINING DISC 2

- ✚ Clearing the Air (Confined Space) – 11 minutes
- ✚ When Sparks Fly (Hot Work) – 12 minutes
- ✚ Beware the Path of Least Resistance (Electrical Safety) – 10 minutes
- ✚ Controlling Energy Sources (Lockout/Tagout) – 10 minutes

Throughout employment here at Winger, other training is required. Following is a list of topics and the recurrence requirements for that training.

<b>TOPIC</b>	<b>RECCURANCE</b>
10 Hour OSHA	Initial
Audiometric – Hearing Conservation Program	Annual
Confined Space	Initial & by Program
CPR & First Aid	Every 2 Years
Drug & Alcohol	Initial & by Program
Electrical Safety	Initial & by Program
Electrical NFPA 70E High Voltage Training	Every 3 Years
Excavation Safety	Initial & by Program
Fall Protection	Initial & by Program
Portable Fire Protection	Initial & Annually
Hazard Communication	Initial & by Program
Ladder Safety	Initial & by Program
Lockout/Tagout	Initial & by Program
Powered Equipment (i.e. aerial lifts, Gradall)	Every 3 Years
Respiratory Protection	Initial & by Program
Rigging	Initial & by Program

Scaffold Safety

Initial & by Program

Welding Safety

Initial & by Program

All employees will receive weekly safety training reinforcement through the use of Tool Box Safety Talks. Topics will support the training provided in the programs listed above and other numerous topics relevant to the work they perform.

Daily monitory and weekly jobsite inspections of safety conditions will be used to remind jobsite employees of potential safety hazards.

- ✚ When a new phase of the job operation begins or when new hazardous materials are brought on the site, employees will be made aware of any new or additional conditions that may prove to be dangerous. Specific safety procedures will be reviewed and are to be followed in order to maintain a safe work environment.

## WINGER UNION TRAINING PROGRAM

### ELECTRICIAN'S IBEW LOCAL UNION 13 NJATC CURRICULUM

Job Classification	Classroom Skills
<b>HELPERS</b>	Winger Orientation OSHA 10 Hour
<b>1ST YEAR APPRENTICE</b>	First Aid / CPR OSHA 10 Hour from IBEW Union Union Orientation General Job Information Test Instruments Conduit Fabrication Blueprints DC Theory Code & Practices 1
<b>2ND YEAR APPRENTICE</b>	General Job Information Codeology AC Theory Blueprints Conduit Fabrication Transformers Codes & Practices 2
<b>3RD YEAR APPRENTICE</b>	General Job Information Electrical Safety Work Practices Blueprints Semiconductors Grounding Transformers Code & Practices 3
<b>4TH YEAR APPRENTICE</b>	General Job Information Motors Motor Control

Digital Electronics  
 Programmable Logic Controllers  
 Code & Practices 4  
 NFPA 70E

**5TH YEAR APPRENTICE**

General Job Information  
 Fire Alarms  
 Instrumentation  
 Telephone & Security Basics  
 Structured Cabling  
 Distributed Generation  
 Power Quality  
 Code & Practices 5

**ELECTRICIAN'S IBEW LOCAL UNION 347 NJATC CORE CURRICULUM**

**Job Classification**

**Classroom Skills**

**HELPERS**

Winger Company Orientation  
 OSHA 10 Hour

**1ST YEAR APPRENTICE**

OSHA 10 Hour  
 CPR / First Aid  
 Conduit Fabrication  
 DC Theory  
 Codes and Practices I  
 Job Information  
 Orientation I  
 Applications (8 Selected)

**2ND YEAR APPRENTICE**

Orientation II  
 Codeology  
 Codes & Practices II  
 AC Theory  
 Electrical Safety Related WP  
 Transformers  
 Residential Blueprints  
 Test Instrument – Applications (8 Selected)

**3RD YEAR APPRENTICE**

Basic Motor Theory  
 Advanced Motor Theory I & II  
 Industrial Blueprints  
 NFPA 70E  
 Code & Practices  
 Code Calculations  
 Grounding & Bonding I, II, III, & IV

**4TH YEAR APPRENTICE**

Motor Control I, II, III & IV  
 Building Automation  
 Lighting Applications  
 Hazardous Locations  
 Code Calculation

**5TH YEAR APPRENTICE**

Fire Alarm Systems I & II  
 Building Automation  
 Job Information 5  
 Instrumentation I & II

Healthcare Facilities  
 Foreman Development Training  
 Prometric Licensing Exam  
 National NJATC Proficiency Exam

## MILLWRIGHT'S LOCAL UNION 2158

Job Classification	Classroom Skills	Hours
<b>HELPERS</b>	Winger Company Orientation	6 Hrs
	OSHA 10 Hour Construction	10 Hrs
<b>1ST YEAR APPRENTICE</b>	Introduction to Construction Millwrighting	40 Hrs
	Mathematics	40 Hrs
	Monorails	40 Hrs
	Blueprint Reading	40 Hrs
	Welding	40 Hrs
<b>2ND YEAR APPRENTICE</b>	Conveyors	40 Hrs
	Installation & Maintenance of Machinery	40 Hrs
	Shaft Alignment	40 Hrs
	Layout Tasks	40 Hrs
	Welding	40 hrs
<b>3RD YEAR APPRENTICE</b>	Rigging	40 Hrs
	Optalign – Laser Shaft Alignment	20 Hrs
	Advanced Shaft Alignment	40 Hrs
	Hydraulics	20 Hrs
	Optical Leveling	20 Hrs
	Bearings Seals & Lubrication	20 Hrs
	Welding	40 Hrs
<b>4TH YEAR APPRENTICE</b>	Supervisory Training	20 Hrs
	Optical Alignment	40 Hrs
	Understanding the Operation of Pumps	20 Hrs
	Air Compressors & Blowers	20 Hrs
	Advanced Optalign	20 Hrs
	Turbine-Generator & Reactor Installation	
	Welding	40 Hrs
Safety		
<b>ADDITIONAL TRAINING AVAILABLE</b>	GE Familiarization & Hytorc	
	UBC Rigging	
	Steam Turbine Training	
	Gas Turbine Training	
	Conveyor Training	
	In addition, apprentice classes, at a considerably reduced course length, are offered to journeymen from time to time.	
<b>MANAGERS/FOREMAN</b>	OSHA 30 Hour Construction	30 Hrs

## PLUMBER'S & STEAMFITTER'S UNION LOCAL 33

Job Classification	Classroom Skills	Hours
<b>HELPERS</b>	Winger Company Orientation	4 Hrs
	OSHA 10 Hour	10 Hrs

<b>1ST YEAR APPRENTICE</b>	Welding	60 Hrs
	Union Heritage	10 Hrs
	Math	50 Hrs
	Job Health & Safety	30 Hrs
	Care & Use of Tools	10 Hrs
	Soldering & Brazing	20 Hrs
	Communication Skills	20 Hrs
	Pipe Measurement	20 Hrs
	Rigging & Signaling	10 Hrs
<b>2ND YEAR APPRENTICE</b>	Science	60 Hrs
	Basic Electricity	30 Hrs
	Welding	60 Hrs
	Basic Refrigeration	40 Hrs
	CFC Recovery	30 Hrs
	Pipefitting/Layout	20 Hrs
<b>3RD YEAR APPRENTICE</b>	Pipe Formula Math	30 Hrs
	Blue Print Reading	60 Hrs
	Plumbing Code	60 Hrs
	Welding	60 Hrs
	Algebra	20 Hrs
	Introduction to Micro-Computers	10 Hrs
<b>4TH YEAR APPRENTICE</b>	Plumbing Code	60 Hrs
	Plumbing Fixtures	20 Hrs
	Advanced Blue Print Reading	60 Hrs
	Qualified Signalperson Certification	40 Hrs
	Guide to Service	10 Hrs
	Water Supply	30 Hrs
	Drainage	20 Hrs
<b>5TH YEAR APPRENTICE</b>	Plumbing Code	40 Hrs
	Welding	40 Hrs
	Backflow Prevention Certification	30 Hrs
	Steamfitter Theory	60 Hrs
	Heavy Rigging Certification	40 Hrs
	Medical Gas Certification	20 Hrs
	Foreman Training	40 Hrs
<b>JOURNEYMAN</b>	Refrigeration Trainer Class 1	12 Hrs
	Plumbing Code	12 Hrs
	Welding Certification Test	12 Hrs
	Isometric Drawing & Print Reading	12 Hrs
	Refrigeration Trainer Class 2	12 Hrs
	Backflow Tester Certification	32 Hrs
	Medical Gas Systems	32 Hrs
	Propane Gas	4 Hrs
Geothermal Systems	12 Hrs	

### **SPRINKLER FITTER LOCAL UNION 669**

<b>Job Classification</b>	<b>Classroom Skills</b>	<b>Hours</b>
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<b>1ST YEAR APPRENTICE</b>	Job Safety & Health	8 lessons
	Your Heritage and Future in the Pipe Trades	6 lessons
	Use and Care of Tools	11 lessons
	Basic Drawing for the Sprinkler Fitter	11 lessons
<b>2ND YEAR APPRENTICE</b>	Introduction to Automatic Sprinklers	11 lessons
	Reading Automatic Sprinkler Piping Drawings	11 lessons
	Sprinkler Systems Calculations	16 lessons
<b>3RD YEAR APPRENTICE</b>	Installation of Sprinkler Systems	11 lessons
	The Automatic Sprinkler	11 lessons
	Architectural Working Drawings for Sprinkler Fitters	11 lessons
<b>4TH YEAR APPRENTICE</b>	Blueprint Reading for the Sprinkler Fitter	11 lessons
	Sprinkler System Water Supply	11 lessons
	Types of Fire Protection Systems	14 lessons
<b>5TH YEAR APPRENTICE</b>	Special Application Sprinkler Systems	11 lessons
	Hydraulics for the Sprinkler Apprentice	5 lessons
	Economics of the Sprinkler Industry	8 lessons
	Human Relations	11 lessons
	Technical Reports	5 lessons

## **SHEETMETAL LOCAL UNION 91**

### **Job Classification**

### **Classroom Skills**

#### **HELPERS**

First Aid/CPR

#### **1ST YEAR APPRENTICE**

Safety  
Math  
Welding  
Precision Tools  
Blueprints  
Monorails  
Tool Check

#### **2ND YEAR APPRENTICE**

Shaft Alignment  
Installation & Maintenance  
Welding  
Layout  
Conveyors & Pre-Requisite G.T.  
Tool Check

#### **3RD YEAR APPRENTICE**

Hydraulics  
Bearings & Lube  
Advanced Alignment  
Rigging  
Welding  
Tool Check  
Optalign & Optical Leveling

#### **4TH YEAR APPRENTICE**

Optical Tooling  
Compress & Blowers  
Advanced Optalign

Welding  
 Pumps & UBC Foreman  
 Westinghouse Gas Turbines  
 UBC Rigging

**UNION GENERAL HELPERS**

Job Classification	Classroom Skills	Hours
<b>OFFICE/ ADMINISTRATION</b>	Winger Company Orientation	4 Hrs
	OSHA 10 Hour	10 Hrs

**NON-UNION OFFICE / ADMINISTRATION / GENERAL SHOP HELPERS**

Job Classification	Classroom Skills	Hours
<b>OFFICE/ ADMINISTRATION</b>	Winger Company Orientation	4 Hrs

## **SOURCE CREDITS**

**OSHA**, <https://www.osha.gov/SLTC/competentperson/>

## **DOCUMENT CONTROL**

Initial Program August 6, 2015

Revised October 19, 2016

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