

**Toolbox Talk Details**

Title	A04 - Personal competence
Reason	The competence of people is important for the safety of everyone at work. It is important that everyone knows the limits of their personal competence.
Outline	This talk explains what is meant by competence of both the employer and individuals.

**Employer competence**

1. Employer competence is sometimes known as corporate competence.
2. It is the ability of the company to manage health and safety efficiently and effectively through its policies and procedures (setting targets).
3. Employer competence (your manager or supervisor) helps to provide you with a safe place of work, with safe access and egress, method statements and risk assessments, along with the correct tools needed to do your job.
4. The company expects you to have a questioning attitude and think proactively, before taking any action, to ensure the action is appropriate and safe.

**Personal competence**

1. Your competence is the key to a successful and safe business.
2. Personal competence is a blend of the following:  
  
**Skills** - your ability to manage and influence yourself and others.  
**Knowledge** of health and safety issues.  
**Attitude** - your motivation to achieve your health and safety aims.  
**Training** to gain the necessary knowledge and/or qualifications.  
**Experience** - which can only be achieved over a period of time.
3. Using your personal competence can ensure not only your safety but also that of others.
4. Personal competence provides the route for a successful project: a project that is well planned, well carried out, completed safely and meets all of the necessary targets.

**Benefits of personal competence**

1. You can achieve job satisfaction and respect for the quality of the work that you produce.
2. Your employer relies on you for your expertise and you may have the potential for promotion.
3. A competent worker is a safe worker. Competency cards (such as CSCS cards) provide proof that you have the required training, qualifications and experience.

Revision Date	Assessed By	Signature
January 2021	Michael Reddan	