

Element 5: personnel and training

Control of operations depends upon people.

Achieving Operations Integrity requires the appropriate screening, careful selection and placement, ongoing assessment and proper training of employees, and the implementation of appropriate Operations Integrity programs.

- 5.1 A process is in place for screening, selection, placement and ongoing assessment of the qualifications and abilities of employees to meet specified job requirements.
- 5.2 Criteria are in place to ensure that necessary levels of individual and collective experience and knowledge are maintained and are carefully considered when personnel changes are made.
- 5.3 Initial, ongoing and periodic refresher training is provided to meet job and legal requirements and to ensure understanding of the proper protective measures to mitigate potential Operations Integrity hazards.
This training includes:
 - assessment of employee knowledge and skills relative to requirements
 - training documentation
 - assessment of training effectiveness
- 5.4 The assessment and documentation of, and feedback on, employee performance address Operations Integrity elements.
- 5.5 Behavior-based processes for reducing risks of incidents, including personnel safety, process safety, security, and environmental considerations, are in place.
It is expected that:
 - employees and contractors consistently recognize and proactively mitigate operational, procedural, and physical hazards
 - employees and contractors proactively and routinely identify and eliminate their at-risk behaviors and those of their co-workers
 - Human Factors, workforce engagement, and leadership behaviors are addressed
 - behaviors, at-risk conditions, and other precursors that can lead to incidents are recorded, analyzed, and addressed
- 5.6 A process is in place to identify and evaluate health risks related to operations that potentially affect employees, contractors, or the public. Based upon assessed risk:
 - exposures are monitored
 - proper protective and preventive measures are implemented
 - early detection and diagnosis are provided
 - pertinent health data is recorded and reviewed
 - medical fitness for work is determined, as appropriate