

## AUDIT TOOL

# Supervisor Competency Self-Assessment

A structured self-evaluation for Ontario supervisors to assess knowledge of OHSA obligations and identify areas for professional development.

Supervisor Competency	OHSA	Self-Assessment	Due Diligence	Professional Development	Training
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Supervisors carry significant legal responsibility under Ontario's OHSA. This self-assessment helps you honestly evaluate your knowledge and skills across ten core competency areas. Use the results to recognize your strengths and build a targeted development plan where gaps exist.

## How to Use This Assessment

Rate yourself on each competency using the four-point scale below. Be honest — this tool is for your development, not for performance evaluation. Once complete, identify your two strongest areas and two priority areas for improvement, then build a concrete action plan with a timeline.

## Rating Scale

- **1 — Needs Development:** Limited understanding; requires significant learning
- **2 — Developing:** Basic awareness; not yet consistently applied in practice
- **3 — Competent:** Solid understanding; reliably applied in day-to-day work
- **4 — Advanced:** Deep knowledge; can mentor others and handle complex situations

## Knowledge of OHSA Obligations

*Rate your understanding of the legal framework that governs your role.*

- Internal Responsibility System (IRS) — employer, supervisor, and worker duties [ 1 | 2 | 3 | 4 ]
- Due diligence requirements and how to demonstrate them [ 1 | 2 | 3 | 4 ]

■ Hazard identification and risk assessment methodology [ 1 | 2 | 3 | 4 ]

■ Worker training and instruction requirements under the OHSA [ 1 | 2 | 3 | 4 ]

## Supervisor Skills and Practices

*Rate your ability to apply safety knowledge in the field.*

■ Workplace inspections — conducting, documenting, and following up [ 1 | 2 | 3 | 4 ]

■ Incident investigation — root cause analysis and corrective actions [ 1 | 2 | 3 | 4 ]

■ Worker communication — conveying expectations and listening to concerns [ 1 | 2 | 3 | 4 ]

■ Safety meetings — organizing, facilitating, and documenting [ 1 | 2 | 3 | 4 ]

■ JHSC cooperation — working effectively with the committee [ 1 | 2 | 3 | 4 ]

■ Record keeping — training, inspections, and incident documentation [ 1 | 2 | 3 | 4 ]

## Development Plan

*Use your ratings above to complete this section.*

■ Areas of Strength (score 3–4): \_\_\_\_\_

■ Priority Development Areas (score 1–2): \_\_\_\_\_

■ Action Step 1: \_\_\_\_\_

■ Action Step 2: \_\_\_\_\_

■ Action Step 3: \_\_\_\_\_

■ Target Timeline for Improvement: \_\_\_\_\_

***A competent supervisor is not born — they are built through continuous learning, honest self-reflection, and consistent practice. Identify your gaps today and close them before they become incidents tomorrow.***