

DACUM Skill Rating Scale

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MANAGE RESOURCES
A

Develop a business case for health and safety A1	Justify the cost and resources needed for health and safety implementation A2	Manage a budget A3	Manage staff (scheduling, etc.) A4	Identify resource efficiencies and deficiencies A5	Manage facilities / space for H&S A6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Manage contractors A7	Manage supplies and equipment (i.e. re-certification, calibrations, etc.) A8	Manage projects using PMI principles A9	Align OH&S with organization's strategic vision, mission and goals A10	Demonstrate supervisory skills A11	
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	

COMMUNICATE
B

Explain legal responsibilities B1	Explain legislative requirements B2	Advocate for resources (money, equipment, etc.) B3	Write for an academic audience (peer-reviewed journals, newsletters, etc.) B4	Demonstrate listening skills B5	Communicate safety information B6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Develop presentations B7	Interpret technical manuals B8	Consult with a variety of stakeholders (internal, external, health and safety committees, contractors) B9	Write a variety of reports, memos, etc. B10	Use language appropriate to the audience B11	Interpret legislation B12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Write manuals B13	Defend risk management decisions B14	Use communication appropriate to the task B15	Use communication technology appropriate to the audience / task B16	Implement communication plan B17	Develop communication plan B18
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Interpret policies and procedures specific to the organization B19	Demonstrate public speaking skills B20	Ask questions B21	Manage personal non-verbal communication B22		
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4		

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DEMONSTRATE INTERPERSONAL SKILLS
C

Demonstrate assertiveness C1	Influence others at all levels within organization to achieve buy-in C2	Demonstrate empathy C3	Resolve conflict C4	Build consensus C5	Build partnerships and relationships C6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Build rapport C7	Interpret non-verbal communication C8	Respect diversity C9	Apply basic organizational behaviour principles and strategies C10	Demonstrate mediation skills C11	Demonstrate teamwork skills C12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

MANAGE RISK
D

Identify health and safety hazards D1	Propose alternatives to resolve issues / problems D2	Evaluate safety-related equipment D3	Solve problems D4	Plan for safety D5	Develop emergency response plans D6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Assess severity of hazard D7	Develop a pre-job hazard assessment program D8	Assess new employee safety awareness D9	Conduct pre-job hazard assessment D10	Assess equipment for hazards D11	Respond to health and safety concerns / issues D12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Conduct a pre-development review D13	Assess impact of organization's structural changes on safety D14	Evaluate health and safety performance D15	Develop strategies to minimize risk D16	Apply theory and practice of risk management D17	Communicate strategies to minimize risk D18
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Manage a return-to-work program D19	Implement ergonomics D20	Identify issues that prohibit implementation of OH&S legislation D21	Conduct a conceptual design analysis D22	Select engineering controls D23	
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	

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IMPLEMENT OH&S TRAINING PROGRAMS E

Develop safety training E1	Develop a health and safety education program (work and home) E2	Develop safety orientation E3	Promote personal safety practices E4	Assess organization's occupational health and safety training practices E5	Deliver OH&S training E6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Adapt safety training to meet audience needs E7	Evaluate training programs E8	Respond to feedback about training E9	Identify OH&S training needs specific to the organization E10	Evaluate external trainers and training materials E11	Develop tools to elicit feedback E12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

APPLY LAWS, ACTS, REGULATIONS, STANDARDS & POLICIES F
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Write safety policies F1	Promote industry best practices F2	Apply legislation specific to the work place / task F3	Create a safety program F4	Create a return to work program F5	Develop strategies to comply with laws, acts and regulations F6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Demonstrate due diligence F7	Ensure compliance with laws and regulations F8	Identify industry best practices F9	Implement changes to laws and regulations F10	Disclose non-compliance F11	Consult with regulators F12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Create a return to work plan for an individual F13	Research relevant Acts, laws, regulations, etc. F14	Apply environmental laws as they pertain to the workplace F15	Apply relevant codes of practice F16	Manage a safety program F17	Apply relevant confidentiality laws and regulations F18
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

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MANAGE DOCUMENTATION G

Revise safety policies / plans / procedures G1	Manage safety program documentation G2	Manage Worker's Compensation Board process G3	Manage information G4	Review safety policies / plan G5	Document non-compliance issues G6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Organize data and documents G7	Use a variety of databases G8	Evaluate OH&S specific software G9	Use a variety of OH&S specific software G10		
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4		

MEASURE HEALTH AND SAFETY PERFORMANCE H
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Evaluate data and statistics H1	Conduct workplace audits H2	Conduct emergency drills H3	Conduct workplace visits H4	Analyze leading and lagging indicators H5	Measure implementation strategies H6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Conduct workplace inspections H7	Develop metrics H8				
1 2 3 4	1 2 3 4				

USE A VARIETY OF SAFETY-RELATED EQUIPMENT I
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Use a variety of noise monitoring equipment I1	Use a variety of indoor air quality equipment I2	Use a variety of light measurement equipment I3	Use a variety of personal protection equipment I4	Use a variety of hazard specific equipment I5	Use a variety of engineering controls I6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

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DEMONSTRATE PROFESSIONALISM
J

Maintain currency in the field J1	Prioritize tasks J2	Make decisions J3	Manage time J4	Demonstrate multi-tasking skills J5	Demonstrate ethical behaviour J6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Demonstrate research skills J7	Use a variety of computer programs / applications J8	Value safety J9	Demonstrate a personal commitment to safety (modeling safe practices) J10	Demonstrate accountability J11	Demonstrate health and safety competence J12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Work within scope of responsibilities and abilities J13	Demonstrate a commitment to life-long learning J14	Maintain a professional network J15	Research solutions to complex problems J16	Predict trends and changes to health and safety practice J17	Adapt to meet specific needs J18
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Work under minimum supervision J19	Maintain professional designation / certification J20	Demonstrate initiative J21	Respect confidentiality J22	Advocate for worker rights and protection J23	
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	

FOSTER A CULTURE OF HEALTH AND SAFETY
K

Promote / engage organization to encourage a safety culture K1	Promote health and wellness lifestyle K2	Influence others to follow laws and regulations K3	Build a safety culture K4	Propose pro-active health and safety measures K5	Advocate safety K6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Propose recommendations for improvement for health and safety K7	Advocate for change K8				
1 2 3 4	1 2 3 4				

