

INDUSTRIAL EXTENSION SERVICE IES EP-05	Training	
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1.0 Purpose

This procedure defines the process for identifying environmental training and competence in designated environmental areas at the <COMPANY NAME>.

2.0 Scope

This procedure applies to operations of <COMPANY NAME> that have related environmental aspects.

3.0 Responsibilities

The EMR or designee will be responsible for defining training needs. Human Resources Manager (HR) will ensure that training is conducted and will maintain records.

4.0 Forms Used

EF-05A Training Needs Matrix (TNM)
EF-05B Training Record / Competence Sign-Off Sheet

5.0 Procedure

5.1 Training Overview

5.1.1 A “Training Needs Matrix” will be completed by the EMR or designee and maintained by Human Resources. The matrix will identify level of environmental instruction needed by personnel corresponding to their department and job title. Form 05A maybe used.

5.1.2 The TNM shall be reviewed and updated where necessary – and at least annually, and/or when requested by the EMR or designee, in consultation with the HR to ensure its continuing adequacy.

5.1.3 New, part-time and transferred employees, as well as affected on-site contractors (those working on or around significant aspects - see Operational Control, EP-08) , shall be included in the environmental training needs assessment.

5.1.4 Human Resources shall maintain records of each individual's environmental training. Form EF-05B may be used.

5.2 Awareness - Awareness training will be conducted to all employees – on the basic components and functionality of the EMS. Components of the training shall include:

- Environmental Policy
- Importance of Conformity with the Environmental Policy and the EMS
- Employee’s roles & responsibilities in achieving conformity with the EMS

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- Impacts associated with the employee's work (if any)
- Environmental benefits of improved personal performance
- Consequences of deviation from specified procedures
- Familiar with relevant Significant Environmental Aspects
- Familiar with relevant Targets and Objectives
- Familiar with relevant Operational Controls and Work Instructions
- Communication Channels
- Emergency Procedures

Note: Relevant means any of the above items which are relevant to an employee's job function.

5.3 Specialized Training - Other than awareness training, additional, specialized training will be conducted in the following areas:

- Employees whose work can result in a significant impact to the environment will be trained on relevant topics and may include:
 - Work instructions and operational controls
 - EMS Procedures and Programs – including Internal Auditing
- External classes or workshops in training areas required by Legal requirements
- Employees who are involved in Emergency Preparedness and Response response

Records of Specialized training maybe summarized on Form EF-05B.

5.4 Competence - Only competent employees will be allowed to conduct work which may result in significant environmental impact. Therefore employee competence in these areas will be verified by having the department supervisor sign off on form EF-05B. Competence will be judged through a combination of education, training, experience and performance.

6.0 References

ISO 14001-2004; §4.4.2

7.0 Related Procedures

8.0 Records

ER-05A (**Appendix F**) Training Needs Assessment (TNA)

ER-05B Training Record / Competency Sign-Of Sheet

9.0 Revision History

Revision No.	Description of Change	Page #	Date
1	Title Changes	1	1/10/2005
2	Minor Changes	All	10/8/2007