

## **Environmental Training and Awareness**

### **1.0 Purpose/Scope**

This procedure defines the process for identifying and planning environmental training and awareness at the *Facility/Plant Name*.

### **2.0 Activities Affected**

All areas and departments

### **3.0 Forms Used**

- 3.1 Training Needs Matrix - Environmental Courses
- 3.2 Training Needs Matrix - Procedures and Work Practices by Area/Department

### **4.0 References**

- 4.1 EP-002 Environmental Aspects, Objectives and Targets and Programs
- 4.2 EP-007 Environmental Regulations and Other Requirements
- 4.3 EP-008 Environmental Review of Projects
- 4.4 EP-010 Environmental Communication
- 4.5 ISO 14001:1996, Element 4.4.2

### **5.0 Definitions**

None

### **6.0 Exclusions**

None

### **7.0 Procedure**

- 7.1 Training
  - 7.1.1 A training needs analysis (TNA) and training schedule shall be completed and maintained by the Training Department to identify the level of instruction needed by personnel whose jobs may create a significant impact on the environment.
  - 7.1.2 The TNA and training schedule shall be reviewed and updated where necessary at least annually, and when requested by the Environmental Management Representative or designee, in consultation with the Training Department to ensure its continuing adequacy.
  - 7.1.3 The TNA shall be developed by knowledgeable individuals with appropriate expertise and experience in: operational environmental management; relevant environmental legal requirements for environmental training; and training provision at the facility/plant.
  - 7.1.4 New, part-time and transferred employees, as well as permanent on-site contractors, shall be included in the environmental training program.

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7.1.5 The Training Department shall maintain records of each individual's environmental training.

7.2 Awareness

Environmental awareness shall be implemented as specified in EP-010.

7.3 Competence

Employee competence relevant to the EMS is determined through applicable training and through observation of performance by the employee's supervisor.

**8.0 General Rules**

8.1 The Training Department shall maintain the current copy of the TNA and training schedule

8.2 The Training Department shall maintain records of the environmental training which individuals have received.

8.3 The Environmental Management Representative and Training Department shall maintain data/record elements that together comprise an environmental training program.

8.4 The Training Department will maintain curriculum and class objectives for all training courses.

**9.0 Records**

Records shall be retained consistent with EP-013.

**Record of Revisions**

Revision Date	Description	Sections Affected