



COMPETENCE, TRAINING & AWARENESS

STANDARD ENVIRONMENTAL OPERATING PROCEDURE

**WASTE
REDUCTION
& DISPOSAL
DIVISION**

ISO 14001- 4.4.2

1.0 PURPOSE AND SCOPE

- 1.1 The purpose of this procedure is to ensure that the Waste Reduction and Disposal Division (WRAD) is provided with the minimum requirements for identifying, conducting and documenting Environmental Management System (EMS) training for WRAD staff whose work may create significant impacts upon the environment.
- 1.2 This procedure describes a process that allows the WRAD to invoke training methods and requirements which are commensurate with the environmental responsibilities and potential environmental impacts associated with individual job assignments.
- 1.3 Provisions are also made for conducting Environmental Management System (EMS) refresher training as necessary to maintain proficiency with regard to individual environmental responsibilities.

2.0 DEFINITIONS

- 2.1 **EMS Training** is defined as the process of providing instruction to WRAD personnel with the intention of imparting an understanding of the Division's environmental policies and practices, thereby achieving and maintaining proficiency in the performance of the WRAD EMS.

3.0 RESPONSIBILITY AND AUTHORITY

- 3.1 Deputy Director, WRAD – The Deputy Director or his/her designee is responsible for reviewing and approving EMS training within the Division. S/he is also responsible for ensuring that the required EMS training is completed as scheduled.
- 3.2 Environmental Management Representative (EMR) - The EMR, in conjunction with the Section Managers, is responsible for selecting EMS training methods and requirements for individual job functions that are appropriate for;
 - 1) The level of detail provided in the EMS, it's supporting Standard Environmental Operating Procedures (SEOP's) and other documents,
 - 2) The amount and type of previous EMS training and experience possessed by the personnel to be trained,
 - 3) The likelihood or criticality of the potential environmental impacts associated with a particular job function.

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- 3.3 Section Managers - Section Managers shall assist the EMR in determining appropriate training requirements for their staff, as well as provide section-specific training opportunities. They are also responsible for ensuring EMS training is conducted for personnel within their respective sections according to the training schedule posted on the EMS website. In addition, Section Managers will ensure that initial EMS training, including annual refresher training is provided to all contractors that work within their section whose job performance could have a significant impact on the environment.

PROCEDURE

- 4.1 The EMS training requirements for staff members shall be commensurate with the environmental aspects or potential environmental impacts associated with their job functions and responsibilities.
- 4.2 The EMR shall select the minimum EMS training requirements and methods that are appropriate given the potential environmental aspects or impacts associated with the WRAD's operations. The EMR may select from a variety of training methods to fulfill this requirement. The EMR and Section Managers/Subject Matter Experts will develop the content for the various training methods. Such methods may be applied individually or in combination and are described as follows:

Reading: Reading training methods involve the distribution of required reading materials. Recipients are responsible for completing the requested reading assignments. The EMR shall provide training materials on the WRAD website including the environmental policy, Environmental Management Programs, Standard Environmental Operating Procedures, Standard Operating Procedures, and the EMS Manual. Personnel, whose functions require a detailed understanding of the EMS Manual, specific WRAD-SEOPs, or any of the other controlled documents which comprise the EMS, may be distributed controlled copies in compliance with Section 4.5 of the EMS Manual.

Training Meetings: Training meetings may be held by, or at the direction of, the EMR and affected Section Managers to provide a more detailed understanding of the requirements of the EMS. Training meetings may be held on an as-needed basis. The amount of information provided and the training documentation or visual aids used in such meetings shall be established by the EMR on a case-by-case basis and will vary with the complexity of the subject and the level of experience of the trainees. Attendance sheets shall be distributed at all such meetings, filled out and then forwarded to the EMR.

On-the-Job Training: At the discretion of the EMR, on-the-job training may be provided by individual Section Managers or other facility personnel, provided that the responsible Section Manager has no objection and that such individuals have themselves received the necessary training in the pertinent subject matter. All on-the-

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- job training sessions shall be documented and stored within the appropriate section or forwarded to the EMR.
- 4.4 The EMR shall post to the EMS website an annual training schedule in the form of an EMS calendar which will stipulate the required EMS training subject matter and timeframes for completion.
- 4.5 Minimum training requirements shall be defined as one training session per year covering the topics of EMS basics, C/PAR basics, Aspect and Impacts Basics, Objectives, Targets, and Programs basics for all employees, and any special training requirements deemed necessary by the EMR and/or the employee's Section Manager (e.g., EMS auditor training required by SEOP 4.5.5 "Internal Audits").
- 4.5 To document compliance with this SEOP, a copy of the completed EMS training attendance sheets will be retained by the EMR or Section Manager conducting the training.

5.0 REFERENCES

EMS Manual Section: 4.4.2 Training
WRAD SEOP 4.4.5 "Control of Documents"
WRAD SEOP 4.5.4 "Control of Records"
WRAD SEOP 4.5.5 "Internal Audit"

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The on-line version located on the WRAD EMS Website is the control document. Controlled hardcopies will be identified by a "Controlled Copy" stamp (in red). All other hard copies are uncontrolled. For all hardcopy versions verify revision level status on-line or contact the EMR.