1. Purpose

The purpose of this procedure is to ensure that all current and future division personnel – whether permanent, part-time, or temporary – are adequately trained on the Division of Pollution Prevention and Environmental Assistance (DPPEA) Environmental Management System (EMS).

This procedure provides the methodology to identify, provide and manage training for the division as related to the EMS.

2. Associated Reference Materials

2.2 DPPEA Environmental Management System Manual (EMS-DPPEA-Manual)
2.3 DPPEA Legal and Other Requirements SOP – EMS 4.3.2
2.4 DPPEA Objectives and Targets SOP – EMS 4.3.3
2.5 DPPEA Environmental Management Program SOP – EMS 4.3.4
2.6 DPPEA Communication SOP – EMS 4.4.3
2.7 DPPEA Document Control SOP – EMS 4.4.5
2.8 DPPEA Operational Control SOP – EMS 4.4.6
2.9 DPPEA Emergency Preparedness and Response SOP – EMS 4.4.7
2.10 DPPEA Monitoring and Measurement SOP – EMS 4.5.1
2.11 DPPEA Nonconformance and Corrective and Preventive Action SOP – EMS 4.5.2
2.12 DPPEA Records SOP – EMS 4.5.3
2.13 DPPEA Environmental Management System Audit SOP – EMS 4.5.4
2.14 DPPEA Management Review SOP – EMS 4.6
2.15 DPPEA Training, Awareness and Compliance Training Matrix – EMS 4.4.2-TM
2.16 DPPEA Training, Awareness and Compliance Work Instructions Template -EMS 4.4.2-WI
2.17 DPPEA EMS Work Instructions

3. Procedure

3.1 All DPPEA employees will be trained on the DPPEA Environmental Policy, the DPPEA EMS Work Instructions (WI), and on where to find information on the DPPEA EMS. Employee training will be documented on the DPPEA training matrix.

3.2 The EMS Policy statement will be posted in at least one DPPEA office area common to all DPPEA employees and visitors, on the DPPEA Web site, and on the DPPEA employee Intranet. DPPEA Standard Operating Procedures (SOPs), the DPPEA EMS Work Instructions (WI) will be posted on the DPPEA employee Intranet.
3.3 DPPEA EMS training for all DPPEA employees will consist of reading the DPPEA EMS Policy, reading each of the DPPEA EMS Work Instructions (WI) and being informed of where to find information on the Division EMS.

3.4 Retraining will not be required on revised work instructions where the changes were logistical, such as spelling, grammar, numbering, etc. However, when procedure changes are technical and non-logistical, the appropriate staff, as determined by their supervisors, will receive training on the revisions, which will be documented on the training matrix.

3.5 A DPPEA employee’s supervisor will determine training competency. Upon confirmation by an employee’s supervisor, Management or any MT member can enter the record of training, and competency, in the training matrix spreadsheet (EMS 4.4.2 – TM), for the DPPEA Policy and each SOP and Work Instruction, when completed.

3.6 Retraining will be conducted as a result of an incident(s) when a procedure/work instruction was not followed.

3.6.1 A DPPEA employee will be considered competent in their training on the DPPEA EMS Policy once he/she has read the policy and informed their supervisor they have done so.

3.6.2 If required by the Division Director, a DPPEA employee will be considered competent on a DPPEA Standard Operating Procedure (SOP) once he or she has read the standard operating procedure and informed their supervisor they have done so.

3.6.3 A DPPEA Employee will be considered competent in their training on a DPPEA EMS Work Instruction (WI) once he or she has read the work instruction and informed their supervisor they have done so.

3.6.4 A DPPEA Employee will be considered competent in their training on where to find information on the Division EMS once he or she has told their supervisor where the EMS Division EMS information is kept.

3.7 Additional EMS training may be provided to employees based upon the individual’s MQP performance appraisal. The individual's immediate supervisor will make this training determination. This MQP determination is based on All DPPEA employees knowing about and having some understanding of:

3.7.1 The significant environmental impacts of their work activities.

3.7.2 The importance of conformance to the environmental policy and the EMS requirements.

3.7.3 The potential consequences of departure from the EMS and its specified operating procedures.
3.8 Competency for any other EMS related training will be determined as needed by the MT and approved by the Division Director. The MT will ensure the Division Director is provided with any needed information for him or her to evaluate competency.

3.9 For temporary contract workers, and/or outside contractors, the section chief, whose area the contractors are working in, is responsible for ensuring that these individuals are provided awareness on the division’s EMS Policy.

3.10 MT and/or division supervisors will identify training needs using the training matrix, EMS-4.4.2-TM. The training matrix will identify the type of instruction to be provided to each Division employee position. The MT will assist supervisors upon request with training of other non-division personnel.

3.11 The training matrix, EMS-4.4.2-TM, will be reviewed and updated where necessary by the MT before the end of the first quarter of each year. This review will ensure that all division staff, including new hires, has received the appropriate EMS training by time of the annual review.

3.12 New full-time employees will be included in the EMS training program. Employee supervisors must make arrangements with the MT to ensure the appropriate EMS training is completed as required for new employees within 30 days of reporting for work.

3.13 Training will be developed and conducted by the MT with the assistance of other division staff members when necessary. Training will not be required on revised procedures where the changes were logistical, such as spelling, grammar, numbering, etc. However, when procedure changes are technical and non-logistical, the appropriate staff, as determined by their supervisors, will receive training on the revisions, which will be documented on the training matrix.

3.14 Work instructions (WI) will be developed for each activity that has an impact on a significant environmental aspect (as identified on the significance determination spreadsheet, EMS-4.3.1-2). The MT will consult with management to determine which WIs affect the significant environmental aspects and which employees will require the related training.

3.15 Personnel that prepare individual procedures are not required to receive documented training on that procedure. Their names will automatically be entered into the training matrix, EMS-4.4.2-TM. However, these personnel may have to train division staff members identified as needing the training.

3.16 The MT or trainers appointed by the MT, or as assigned by the Division director, will conduct training via the division’s Intranet. Training via one-on-one interaction between the trainers and trainees can also be required by the MT or trainers, or as assigned by the Division director, on an as needed basis.

3.17 Electronic copies of training materials and records will be maintained on the Intranet. Electronic receipt (i.e., e-mail) of a completed training session sheet to the MT confirms

****IF YOU ARE VIEWING THIS IN PAPER FORMAT, THIS IS AN UNCONTROLLED COPY OF A CONTROLLED DOCUMENT ****
training was received. All records will be maintained on the Intranet at [http://www.p2pays.org/intranet/EMS/emshome.asp](http://www.p2pays.org/intranet/EMS/emshome.asp).

### 4 Deviations

Deviations from this procedure must be documented by completing a Corrective/ Preventive Action Report (CPAR).