

**Environmental Management System Procedure  
Training, Awareness and Competency Procedure**

Document No. 10004	Issue Date: 6/6/13	Revision No: 6	Revision Date 11-29-21	Prepared By: Jane Wilch	Reviewed By: Core Team	Approved By: Jen Jordan
-----------------------	-----------------------	-------------------	---------------------------	----------------------------	---------------------------	----------------------------

**Prepared By:**

Document Owner(s)	Project/Organization Role
Jane Wilch	Environmental Management Representative

**Training, Awareness and Competency Procedure Control:**

Date	Author	Change Description
3-14-18	Jane	Updates roles and specific names
8-28-18	Jane	Scope updated. Name updated to "Resource Management". 4.2.2 deleted. 4.1 incorporated into 4.3.
11-13-19	Jane	Edited examples under 6.1
11-29-21	Jane	4.2 updated with new file location

**Note:** The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Resource Management Division and any of its employees.

The Resource Management Division at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

**CONTENTS**

- 1 POLICY
- 2 PURPOSE
- 3 SCOPE
- 4 RESPONSIBILITY & AUTHORITY
- 5 PROCEDURES
- 6 TIERED TRAINING PROGRAM

**1 POLICY**

Educate Resource Management Division employees on the environmental management and safety policies to motivate and encourage employees to practice environmental stewardship by raising awareness and sensitivity to environmental issues through landfill policies, regulations,

training and interactive dialogue. In addition, ensuring employees' health and safety is a priority by providing training, tools, resources and review of policies, procedures and related documents.

## **2 PURPOSE**

The procedure establishes a process for identifying and implementing environmental training requirements for Resource Management employees.

## **3 SCOPE**

This procedure addresses operations and activities that can have a significant impact on the environment, and health & safety of Resource Management employees. It applies to landfill employees engaged in landfill-related work activities and refuse employees engaged in refuse-related work activities within the Environmental Management System fenceline.

## **4 RESPONSIBILITY & AUTHORITY**

4.1 Assistant Superintendents responsible for the following:

4.1.1 Ensure the appropriate employees are trained regarding significant aspects that relate to their jobs.

4.2 Superintendent is responsible for the following:

4.2.1 Notifying and requiring employees to attend environmental safety training classes.

4.2.2 Ensuring that the required course attendance is traceable, retained and entered on the S:/Drive at S:\Safety\CERTIFICATION AND TRAINING RECORDS

4.2.3 Ensuring that employees are informed regarding the consequences of deviating from procedures.

4.2.4 Assisting in determining training needs.

4.2.5 Notifying employees of training opportunities.

4.2.6 Maintaining a list of job titles, employee names, and required training in the training folder on landfill S:/Drive S:\Safety\CERTIFICATION AND TRAINING RECORDS

4.2.7 Identifying required training courses by job title, job description, and by employee when applicable. Assure that scheduled training is completed by affected staff.

4.2.8 Ensuring that employees are informed of the legal requirements affecting their job.

## **5 PROCEDURE**

5.1.1 Training Needs Assessment

5.1.2 The Core Team and the EMR will meet annually in November to review the previous year's training program.

5.1.3 The Core Team will review aspects and impacts and identify if new training is needed.

5.2 Training Schedule and Notification

5.2.1 At all internal and external EMS training courses/classes, course attendance will be documented.

## **6 TIERED TRAINING PROGRAM**

6.1 Regulatory Training

This training is specifically required by federal, state, and local regulations or is needed to assist in meeting these regulatory requirements. The intent of the training is to ensure those employees who are involved in job activities with regulatory requirements have the appropriate tools to perform their job. Examples include: Operator Certification, DOT, SPCC, HHM, compost operator.

There may be regulatory training requirements which are not covered by the landfill's classes. These classes may be taught by the appropriate outside regulatory agency or another qualified entity. Examples include: Certified Operator, and HHM.

## 6.2 Environmental Stewardship

These courses are designed to promote environmental awareness and/or assist employees in developing and implementing pollution prevention practices throughout landfill facilities. These are opportunities for employees to learn new environmental information which may or may not be directly related to their job. Examples include: energy conservation, recycling, and composting.

## 6.3 Environmental Management System (EMS) Training

### 6.3.1 EMS Awareness

This training is provided for those employees working within the EMS fence line. EMS awareness training will be provided by the Core Team.

- Review of the environmental & safety policy and commitments
- Environmental aspects
- Significant environmental aspects
- EMS objectives and targets
- Roles and responsibilities
- Potential environmental health & safety consequences due to deviations from EMS procedures and/or work instruction
- Successes from prior year
- New aspects or impacts employees should be aware of

### 6.3.2 EMR Training

EMR training is mandatory courses developed and conducted by third party for ensuring the EMR has the necessary tools to perform the duties of the EMR. An initial training and refresher course is provided periodically. The contents of the course shall include:

- Review of the environmental health & safety regulations and legislations
- Document management/control
- EMS auditing and corrective action process
- Specific roles, responsibility and authority of the EMR and Core Team members
- Environmental performance and reporting

### 6.3.3 Objective and Target Training

This training is for those employees involved in the development of objectives and targets to help them understand their role. This training will be presented by the Core Team.