



## ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURE TRAINING, AWARENESS, AND COMPETENCE



### ISO 14001 REQUIREMENTS

ISO 14001, section 4.4.2, Training, Awareness and Competence, requires the following:

The organization shall identify training needs. It shall require that all personnel whose work may create a significant impact upon the environment have received appropriate training.

It shall establish and maintain procedures to make its employees or members at each relevant function and level aware of

- a) the importance of conformance with the environmental policy and procedures and with the requirements of the environmental management system;
- b) the significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance;
- c) their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the environmental management system, including emergency preparedness and response requirements;
- d) the potential consequences of departure from specified operating procedures.

Personnel performing the tasks which can cause significant environmental impacts shall be competent on the basis of appropriate education, training and/or experience.

### I. Purpose

To identify, provide, and track training that will help employees to minimize environmental impacts and increase operating efficiencies.

### II. Scope

ISO 14001, sub clause 4.4.2, requires Jefferson County to identify training needs and provide specific training to those employees whose work activities could cause adverse environmental impact.

### III. Responsibility & Authority

- A. Each department head shall identify environmental training needs.

- B. The department head is responsible for maintaining environmental training requirements.
- C. Environmental training needs will be evaluated annually by the department.

#### **IV. Procedure**

##### **A. Identification of Training Needs**

The knowledge and skills of employees necessary for the department to achieve environmental objectives will be identified. Knowledge and skill levels will be considered in recruitment and personnel selection. Ongoing development of employee skills will be accomplished through internal and external training and education programs.

##### **B. Conduct of Environmental Training**

Training appropriate to the achievement of environmental policies, objectives and targets will be provided to all personnel within the department. Employees should have an appropriate knowledge base, which includes training in the methods and skills required to perform their tasks in an efficient and competent fashion and knowledge of the impact their activities can have on the environment if performed incorrectly.

##### **C. Legal and Other Requirements**

Education and training will be performed in each department to ensure that employees have appropriate and current knowledge of regulatory requirements, environmental policy, the department's procedures and objectives, and the consequences of noncompliance. The level and detail of training will be determined according to the work assignment or task.

##### **D. Training Elements**

Departmental environmental training programs should have the following elements:

- ? Identification of employee training needs to accomplish job assignment;
- ? Development of a training plan to address defined needs;
- ? Training of target employee groups;
- ? Documentation of training received;
- ? Evaluation of training received.

**NOTE:** Examples of types of Environmental Training:

Environmental Policy All employees will be required to receive this training to gain an understanding and commitment to the environmental policy, objectives, and targets of the departments.

Strategic Environmental Management Senior management may receive this training to gain commitment and alignment of Jefferson County's environmental policy.

Skills Enhancement Employees with environmental responsibilities linked to significant aspects shall be required to receive identified training to improve performance in specific areas of the department (e.g. operations, maintenance, crafts).

Regulatory Compliance Associates whose actions can affect environmental compliance shall be required to receive training on the appropriate regulatory and internal work instruction requirements and be made aware on the consequences of regulatory non-compliance or deviation from approved work instructions.

E. Adequate Resources

Adequate resources are to be made available to provide the identified training. In certain cases, training may require certified trainers, such as safety or chemical handling. Environmental training will also be provided within six months of an associate's hire date. Annual refresher training will be conducted on the Jefferson County environmental policy, and departmental objectives and targets.

F. Tracking the Training Hours

To document compliance with regulatory and policy requirements, training hours will be recorded and tracked. The department head will compare training received with the training plan to ensure policy goals are met.

Training records should include:

- ? Employee's name
- ? Job title
- ? Job description
- ? Training requirements
- ? Total training hours by category

V. **Related Documents and Data**

- A. Environmental Training Records
- B. Instructor Certification Records
- C. Jefferson County Training Record Form