

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

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Prepared By:

Document Owner(s)	Project/Organization Role
Brooke Butler	Environmental Management Representative

Aspects, Impacts and Significant Criteria Procedure Control:

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The City of Iowa City Landfill and Recycling Center 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.

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1 POLICY

Educate Iowa City Landfill and Recycling Center employees on the landfill's 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 ICLFRC employees.

3 SCOPE

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

4 RESPONSIBILITY & AUTHORITY

4.1 Managers are responsible for the following:

- 4.1.1 Identifying required training courses by job title, job description and by employee when applicable. Assure that scheduled training is completed by affected staff
- 4.1.2 Developing and identifying training courses.
- 4.1.3 Ensuring that employees are informed of the legal requirements affecting their job.

4.2 Environmental Management Representative (EMR) is responsible for the following:

- 4.2.1 Ensure the appropriate employees are trained regarding significant aspects that relate to their jobs.
- 4.2.2 Conducting EMS Awareness Training at new employee orientation.

4.3 Recycle Clerk is responsible for the following:

- 4.3.1 Notifying and requiring employees to attend environmental safety training classes.
- 4.3.2 Ensuring that the required course Training Attendance Sheet is traceable, retained and entered on the S:/Drive within 30 days.
- 4.3.3 Ensuring that employees are informed regarding the consequences of deviating from procedures.
- 4.3.4 Assisting in determining training needs.
- 4.3.5 Notifying employees of training opportunities.
- 4.3.6 Maintaining a list of job titles, employee names and required training in the training folder on landfill S:/Drive

5 PROCEDURE

5.1 Training Needs Assessment

- 5.1.1 The Core Team and the EMR will meet annually in November to review the previous year's training program.
- 5.1.2 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, the Training Attendance Sheet will be used to document who attended the course. Training Attendance Sheets shall include the following:
 - Course Title
 - Course Date
 - Training Duration (hours/minutes)
 - Trainer's Name
 - Employee Name
 - Employee's Signature
 - Location of Training
- 5.2.2 Training Attendance Sheets will be kept in accordance with Document and Record Management Procedure.

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, SPCC, HHW.

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, ADP and HHW.

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 fenceline. EMS awareness training will be provided by the Core Team at a later date.

- Review of the ICLFRC's environmental & safety policy and commitments
- Environmental aspects
- Significant environmental aspects
- EMS objectives and targets

- Roles and Responsibilities
- Best Management Practices for pollution prevention
- 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 ICLFRC's 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.