

EMS Example

Example Training Instructions and Log

Instructions:

There are two basic levels of training as part of ISO 14001 EMS implementation:

1. Awareness training for employees; and
2. Competency training for those whose jobs affect the organization's ability to meet its objectives and targets.

Assemble a list of all environmental and EMS training requirements. Include both initial training requirements and ongoing or refresher training requirements. To determine what competency training is needed:

- Assemble a list of all staff that will play a role in EMS implementation. The listing of significant aspects and impacts can help suggest what roles in the company are involved with interactions with the environment, and the work procedures should identify staff categories with specific environmental management functions.
- Divide list into categories based on the type and extent of responsibilities related to the EMS.
- Determine type of training needed for each staff category. It is important to recognize that senior management need competency training (as well as awareness training), since they have an important role in the Management Review process.
- Prepare a Training Matrix with Training needs along one-axis and employee groups to be trained along the other.
- Develop training curricula for each category, based on their needs for information. It is likely that some portion of the training will be the same for each category of staff, but that the extent and nature of the additional information provided will vary from category-to-category.

Training materials for employees often include a description of EMS, why it is important to the company, and the role of each employee. Use of videos, staff meetings, new employee training modules, and power point presentations as mechanisms for this awareness training to occur.

Prepare a training schedule for initial and continuing training. Include provisions for employees transferred to different positions and new hires. Deliver training sessions to all staff involved in EMS. Maintain appropriate records regarding staff that received training, and the content of the training they received.

Example EMS Training Log

Training Topic	Attendees*	Frequency	Course Length	Course Method	Comments	Date Complete
EMS Awareness						
Supervisor EHS Training						
Hazardous Waste Management						
Hazardous Waste Operations						
Spill Prevention & Response						
Chemical Management						
Emergency Response						
Accident Investigation						
Hazardous Materials Transport						
Hazard Communication						
Personal Protective Equipment						
Fire Safety						
Electrical Safety						
Hearing Conservation						
Confined Space Entry						
Lock-out/Tag-out						
Job-Specific Training (list)						

***Attendees Code**

1: All Employees

2: Supervisors / Managers

3: Operators

4: Maintenance

5: Material Handlers

6: Engineering

