1.0 PURPOSE

The purpose of this procedure is to describe the methods by which Albemarle County Public Schools will:

- Identify training needs associated with its environmental Aspects/Impacts and EMS, and how this training shall be provided
- Provide general EMS Awareness Training to appropriate, designated employees
- Ensure that employees performing tasks that could cause adverse significant impacts as identified by the EMS are competent, based on appropriate education, training, and experience

2.0 SCOPE

This procedure applies to all employees of Albemarle County Public Schools performing tasks that have the potential to cause an adverse significant environmental impact identified by the EMS.

3.0 RESPONSIBILITY

3.1 The Environmental Compliance Manager shall:

- Collaborate with appropriate staff to develop training material and programs in identified needed areas (e.g. asbestos awareness training, pesticide training, SOP training, etc.)
- Provide periodic environmental training for staff as needed
- Develop and carry out general EMS awareness training for all appropriate staff
- Maintain all records of environmental-related training

3.2 Directors, Managers, and Supervisors:

- Support Environmental Compliance Manager in identifying training needs for their employees’ tasks as they relate to identified environmental aspects
4.0 PROCEDURE

4.1 Compliance-related and Significant Aspect-related Training

➢ The Environmental Compliance Manager will identify training needs based on compliance with legal and other requirements (i.e. Pesticide Applicator Certification), and develop training programs to meet these requirements.

➢ Training programs will also be developed for job functions related to identified Significant Aspects, where appropriate.

4.2 General Environmental Awareness Training

➢ All new employees of Albemarle County Public Schools should receive General Environmental Awareness Training within 6 months of their hiring starting January 1, 2006.

➢ The Environmental Compliance Manager, in collaboration with the EMS Steering Committee, will develop a plan for carrying out General Environmental Awareness Training for all employees.

➢ General Environmental Awareness Training may be carried out in any of the following ways:
  • Presentations given by the Environmental Compliance Manager
  • Required on-line/computer-based training modules
  • Memos, e-mails, meetings

➢ General Environmental Awareness Training will include, but not be limited to:
  • Albemarle County Public Schools’ Environmental Management Policy
  • The roles and responsibility within the EMS, and general structure of the EMS (i.e. EMS Core Team members and Steering Committee)
  • The significant environmental aspects and impacts identified in the EMS
  • The established Objectives and Targets of the EMS
  • The importance of conformity with the Environmental Management Policy

This CONTROLLED document is maintained electronically. Printed versions are UNCONTROLLED
4.3 Training Records

- The Environmental Compliance Manager will maintain records of all environmental training provided to employees
- Required Individual Certifications should be maintained by employees or by the appropriate administrative office in the employees’ file

5.0 RELATED DOCUMENTS

5.1 ISO 14001:2004 Standard Excerpt 4.4.2 – Competence, Training, and Awareness