

EMS PROCEDURE: COMPETENCY BASED TRAINING

I. Procedure

To provide a standard procedure to identify and address EMS training needs for all employees and to define employee competency requirements for each job description. Implementation of this procedure shall ensure that employees receive EMS training appropriate to the level of their involvement in TYAD's activities, products, and services which may create significant EMS impacts. It will also ensure that all positions are filled on the basis of clearly defined education, training, and experience criteria that are pertinent to tasks listed in job description. The goal of this procedure is to ensure compliance and improve EMS performance in both regulated and non-regulated areas.

II. Scope

III. Definitions

None

IV. Supporting Documents

1. Form 3, Environmental Policy
2. Form 6, Environmental Aspects and Impacts
3. Form 8, Legal and Other Requirements
4. Form 13, Objectives and Targets
5. Form 21, Organization Responsibilities
6. Form 22, Organizational Chart and Structure
7. Needs Assessment

V. Procedure

1. TYAD with assistance from the EMS coordinator will maintain information on specified levels of education, professional training, and experience appropriate for each employee involved with environmental aspects of activities, products, and services. This information will include the necessary environmental regulatory training.
2. TYAD and EMS Coordinator will determine the competency based training for TYAD employees and ensure the employees receive the training required.

3. Based on established competency levels, TYAD will provide the appropriate training to maintain competency levels.
4. The EMS coordinator will document the training in each employee's personnel file and training data base. The training documentation will include objectives of training, instructor, attendance of employees, course length and date.