

 CORPORATE SAFETY MANUAL	ENVIRONMENTAL, HEALTH AND SAFETY STANDARDS	
TITLE: TRAINING	Document Number: *	
	Issue Date: *	Revision Date:

1 Purpose

The purpose of this document is to establish the training requirements for (Insert Company Name) employees.

2 Responsibilities

It is the responsibility of the (Insert Company Name) Clerk to:

- maintain the training plans for all employee's
- maintain the training documentation for all employee's

It is the responsibility of the Project Manager to:

- ensure that all employees have been properly trained prior to job assignment
- ensure that all subcontractors employees have the requisite training prior to working on a (Insert Company Name) jobsite.

3 Policy

3.1 GENERAL

All (Insert Company Name) employees will receive the same level of training. This will facilitate the transfer of employees between the various jobsites.

3.2 HAZARDOUS WASTE OPERATIONS TRAINING

General Site Workers

All (Insert Company Name) employees who are involved in field operations at hazardous waste sites must receive an initial 40 Hours of instruction off-site and three days of actual field experience under the direct supervisor of a trained and experienced supervisor.

Employees will be issued a training certification upon completion of the 40 hours and three days training.

Qualified trainers will conduct the HAZWOPER training.

8 hour refresher training will be conducted on an annual basis for all employees who have received the initial HAZWOPER training.

Job-Site Supervisors and Managers

The Project Managers and Project Superintendents who will be supervising employees engaged in hazardous waste operations will receive 40 hours of instruction off-site and three days of actual field experience prior to assignment to a jobsite. At least an additional 8 hours of specialized training will be provided at the time of job assignment on topics such as:

- the employers safety and health plan
- personal protective equipment program
- spill containment program
- health hazard monitoring procedures and techniques

3.3 SITE SPECIFIC TRAINING

All personnel assigned to a job site will receive site specific training prior to working on the site. The training will be conducted to ensure that the individuals are capable of and familiar with the site conditions, use and care of safety equipment and the emergency, safety and security procedures required for the site. The Site Specific Safety and Health Plan will be reviewed with the employees. Documentation of this training will be incorporated into the Project Plan, with a copy sent to (Insert Company Name) Headquarters for records maintenance.

3.4 PERIODIC TRAINING

As the conditions at each site are variable, daily briefings should be conducted with all site personnel. In all cases, a meeting must be held at least weekly to discuss the site-specific safety issues. These periodic meetings are designed to review operational changes that may affect the on-site fieldwork. In addition, employees are encouraged to discuss any issues or concerns that they have with respect to the safety and health at the jobsite.

Documentation of this site specific periodic training must be recorded in the Site Specific Safety and Health Plan and a copy sent to (Insert Company Name) Headquarters.

3.5 VISITORS

Visitors to the job site will receive briefings on the site safety issues and procedures to be followed while on the jobsite. Visitors must sign the visitors logbook that is maintained by the Project Superintendent or his designee.

3.6 SPECIFIC HEALTH AND SAFETY TRAINING

The following table is an outline of specific health and safety training that is required of all (Insert Company Name) employees who work at hazardous waste sites:

TRAINING PROGRAM	FREQUENCY
Initial HAZWOPER (general workers and Supervisors)	Initial training

Document: TRAINING

(40 hours)	
Refresher HAZWOPER (8 hours)	Annually
Specialized Supervisor HAZWOPER training (@least 8hrs)	Initial Training
Hazard Communication (1 hour)	Initially / new hazards
Confined Space Entry (2-3 hours)	Annually
Lockout Tagout (1-3 hours)	Annually
Respiratory Protection (1 hour)	Annually
Fire Extinguisher (½ hour)	Annually
Excavations and Trenching	Annually
Drilling	Annually
Fall Protection (2-4 hours)	Annually
Noise Protection (1 hour)	Annually (for those exposed >85db)
Vehicles and Mechanized Equipment	Annually/Periodic
Overhead Power Lines	Annually/Periodic
Personal Protective Equipment (1 hour)	Annually
Drum Handling	Initially/Periodic
Electrical Safety (1 hour)	Initially/Periodic
Hazardous Waste Disposal and Transportation (2-4 hours)	Annually

4 References

OSHA Hazwoper Standard 29 CFR 1910.120

5 Appendices

Site Safety Meeting Documentation