

 <b>Albemarle County Public Schools</b>				<b>Subject:</b> <b>Environmental Training, Awareness, and Competence</b>		
Document No.:	Issue Date:	Expiration Date:	Last Revised:	Page:	Prepared By:	Approved By:
EMS-05	5/29/2015	5/29/2016	3/24/2009	1 of 3	LCS	JPL, JT, JD, GS

## 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

 <b>Albemarle County Public Schools</b>				<b>Subject:</b> <b>Environmental Training, Awareness, and Competence</b>		
Document No.:	Issue Date:	Expiration Date:	Last Revised:	Page:	Prepared By:	Approved By:
EMS-05	5/29/2015	5/29/2016	3/24/2009	2 of 3	LCS	JPL, JT, JD, GS

## 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

 <b>Albemarle County Public Schools</b>				<b>Subject:</b> <b>Environmental Training, Awareness, and Competence</b>		
Document No.:	Issue Date:	Expiration Date:	Last Revised:	Page:	Prepared By:	Approved By:
EMS-05	5/29/2015	5/29/2016	3/24/2009	3 of 3	LCS	JPL, JT, JD, GS

#### 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