



Division of Operations Environmental Implementation Procedure
Bureau: Highway Maintenance

Date: 06/06/12

Procedure EIP-7

Revision: 3.3

Competence, Training, and Awareness

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PURPOSE:

The purpose of this Environmental Implementation Procedure (EIP) is to establish, maintain, and document: 1) a method of providing environmental education and training, and 2) a plan for verifying employee competence on the basis of their training.

RESPONSIBILITY:

Office of Stewardship and Compliance (OSC):

- Design, develop, and implement environmental training, education, awareness programs, and competence evaluations appropriate for Division level staff.
- Develop and maintain an EMS Training Matrix that identifies specific content and training frequency for all Division-level employees.
- Coordinate with Bureau management to schedule and implement training programs.
- Provide oversight and assist Bureaus to define the scope and content of environmental training and competence evaluation for Bureau employees.

Director/Bureau Administrator:

- Advocate that adequate resources are available to provide environmental training to Bureau staff.
- Coordinate with OSC to identify and create Bureau-level environmental training, education, awareness programs, and competence evaluation that are appropriate to each employee's environmental roles and responsibilities.
- Advocate that personnel under their supervision receive environmental training and demonstrate competence to meet and maintain requirements under the EMS applicable to their position and environmental roles and responsibilities.
- Advocate that all training is documented for each individual and maintain training records for Division-level employees.

Bureau EMS Coordinator:

- Coordinate with Bureau management to implement training programs.
- Conduct or oversee EMS team members conduct training sessions.
- Advocate that all training is documented for each individual and maintain training records.

Bureau EMS Team:

- Maintain the EMS Training Matrix that identifies specific content and training frequency for all Bureau employees.



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Bureau Employees:

- Attend and understand the content of environmental training and awareness programs.

Contractors and Suppliers:

- Assure that personnel under their supervision have requisite knowledge, understanding, and capacity to perform their assigned work tasks in accordance with the Bureau's EMS.

DOCUMENTS AND RECORDS:

- EIP-7-Form 7a Required Training Summary and Matrix.
- EIP-7-Form 7b Summary of Competence Evaluation.
- EIP-6-Form-6b Contractor and Supplier Safety and Environmental Checklist.
- Training topic syllabus or summary of training content.
- Training records.
- Competence assessment description, plan, and/or criteria list.

PROCEDURE:

1. The Bureau Administrator, OSC, the District Safety and Environmental Coordinators, and the Bureau EMS Coordinator collaborate to identify environmental training needs for all employees within their unit of responsibility at NHDOT. This can be accomplished by reviewing position descriptions, conducting interviews with staff and management personnel, and reviewing environmental organizational charts (see EIP-6: Organization, Personnel, Accountability, and Responsibility).

At a minimum, all employees and third parties (i.e., contractors, interns) must be provided with the required knowledge to safely, competently, and legally fulfill their EMS and environmental compliance responsibilities. The general training should include:

- Overview of the EMS.
- Explanation of each Bureau's significant aspects and impacts.
- Current objectives and targets.
- A description of individual roles and responsibilities for implementing the EMS.
- Potential consequences for not adhering to the EMS framework, specified operating procedures, and legal and regulatory requirements.

Bureau level staff and third parties may require additional training in order to minimize the impacts of their activities or to meet specific objectives and targets. The EMS Team



should annually assess all positions under their control to determine training requirements for those positions. The EMS Team should coordinate this review with the Bureau Administrator and OSC. Provide relevant training to appropriate employees.

Training methods can consist of traditional classroom, field practicum, distance learning, and on-the-job mentoring. Training can be offered internally and externally through regional programs, in-house training, or third-party trainers.

2. OSC, District Safety and Environmental Coordinators, and the Bureau EMS Coordinator should list all required regulatory training topics and training frequencies in the Required Training Summary and Matrix (EIP 7 – Form 7a.) Each training topic, training type, and frequency for each individual or for each group of employees who require that training should be specified.
3. OSC, District Safety and Environmental Coordinators, and the Bureau EMS Coordinator create or obtain appropriate training materials for each identified topic. Maintain written summaries of training content with EMS documentation.
4. OSC, District Safety and Environmental Coordinators, and the Bureau EMS Coordinator identify an internal or external qualified trainer for each training topic.
5. OSC, District Safety and Environmental Coordinators, and the Bureau EMS Coordinator conduct or contract for training sessions in accordance with the frequency required for each topic.
6. OSC and District Safety and Environmental Coordinators document completed training. Records could be hardcopy sign-in sheets, electronic training records, or equivalent. Include the name of each employee trained, date and topic of training, and the name and affiliation of the qualified trainer. Employees should maintain their own training certificates, if provided. Environmental training records can be maintained with other employee training records and be accessible for EMS evaluations and audits.
7. OSC and the Bureau EMS Team develop and implement a brief written plan, summary, or a set of criteria to periodically assess the competence of employees having environmental roles and responsibilities. The plan should describe the metrics which employee competence will be measured, the frequency of evaluation, and the consequences (i.e., re-training, disciplinary action) of apparent incompetency. Methods to evaluate competence can include training tests, employee performance evaluations,



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additional training, or employee certifications. A summary of the Bureau's competence evaluation criteria is presented in the Summary of Competence Evaluation (EIP 7 – Form 7b).

- 8. Contractor training will consist of language within contract documents to abide by Department and Bureau environmental policies, and all federal, state, and local regulations. Contractors on site will review the Contractor and Supplier Safety and Environmental Checklist with a Bureau representative. Other suppliers that deliver equipment or materials to a facility or project site will be under the supervision of a Bureau representative.
- 9. The Bureau EMS Coordinator maintains all documentation and key records generated as part of this EIP in accordance with EIP-9: Documentation, Document Control, and Records Management.

<p>Approved: </p> <hr/> <p>Name</p> <p><u>STATE MAINT ENGINEER</u></p> <hr/> <p>Title</p> <p>Date <u>6/6/12</u></p>	<p>Revision #: <u>3.3</u></p> <p>Revision Date: <u>06/06/12</u></p> <p>Supersedes Revision #: <u>3.2</u></p>
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