

USDA FOREST SERVICE



Pike/San Isabel National Forests and Cimarron/Comanche National Grasslands ENVIRONMENTAL MANAGEMENT SYSTEM GUIDEBOOK

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4.4.2 – COMPETENCE, TRAINING AND AWARENESS

ISO 14001 REQUIREMENTS

This element identifies persons performing tasks that have or can have significant impact on the environment and documents the necessary training and experience requirements to show that those individuals are competent to do those tasks. Training related to the EMS is provided and records of the trainings are maintained.

PURPOSE

To assure training of managers, employees, contractors, permittees, partners and others who carry out or oversee PSICC activities and programs, in their roles and responsibilities for the EMS. Specifically training and/or education in:

- a) the importance of conformity with the environmental policy and procedures in relation to the requirements of the EMS;
- b) the significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of conformity of performance;
- c) their roles and responsibilities in achieving conformity with the requirements of the environmental management system and
- d) the potential consequences of departure from specified procedures and awareness for roles and responsibilities associated with environmental policy, significant environmental aspects, objectives and targets, emergency preparedness and response.

The purpose of EMS training is to assure compliance with EMS procedures and to achieve continuous improvement in the protection and management of the environment, so all PSICC employees and others will be provided with a general awareness of the EMS.

SCOPE

All persons (employees, contractors, permittees, partners, others), who perform or are authorized to perform tasks associated with PSICC operations and activities will receive EMS training.

PROCEDURES AND RESPONSIBILITIES



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Contractors are deemed to be competent when they meet legal and other requirements associated with the program or project area in which they will be operating. If contractors are required to have a certain level of competence, that will be documented in the contract solicitation. The documentation that the contractor is competent is found in the contract folder.

There is no agency or unit standard for competency of partners and volunteers. To ensure competency the Grassland will provide appropriate training and oversight of work performed.

The following types of EMS training and/or education will be conducted: 1) awareness and orientation; and 2) technical training in the management and execution of the PSICC EMS, [4.4.2.1 EMS Competence Training Table](#). General awareness training and/or education provides an overview (and updates) for all employees, contractors, permittees, and volunteers. Any employee implementing operational controls will be trained before conducting those activities. All other kinds of training will be tracked using the Forest Service system currently in use for planning individual development.

Refresher EMS awareness and orientation training will be conducted at least every three years for all PSICC employees. New employees will be provided EMS awareness and orientation training as needed. Temporary employees working less than 90 days are not required to receive EMS training unless their duties have the potential to cause a significant environmental impact.

Awareness and orientation training includes;

- Environmental policy
- Significant environmental aspects
- Objectives, targets and programs
- Legal and other requirements
- Emergency response and preparedness procedures
- Nonconformance procedures

Specific and technical EMS competency training for personnel with specific responsibilities for the management and/or execution of the EMS includes;

- EMS roles and responsibilities
- Training, development and maintenance standards
- Documentation and records control procedures
- Operational control procedures
- Monitoring and measurement procedures

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- ❑ Legal compliance
- ❑ Audit procedures
- ❑ Management review procedures

The environmental policy will be available for all contractors, permittees, and volunteers to read. Any contractors, permittees, and volunteers that do work related to significant aspects will receive additional EMS information:

This information would be provided through a package of documents and include:

- general environmental policy
- significant aspects/impacts and operational controls associated with their work
- environmental benefits of improved performance
- emergency response plans
- consequences of not conforming to the contract requirements.

In addition, EMS requirements will be discussed at pre-work meetings.

Permittees receive the same information as contractors through permit provisions, agency contacts, or inspections.

Volunteers and individuals or groups participating in agreements (such as memoranda of understanding and challenge cost share agreements) receive the same information as contractors through pre-work discussions, orientation sessions, work inspections, or written agreement provisions unless they work less than 90 days each year and don't deal with significant aspects.

Documentation of all educational meetings with external parties will be kept in the contract file, project records, or Forest 1331 files, as appropriate.

The EMS Management Representative is responsible for;

1. Reviewing [4.4.2.1 EMS Competence Training Table](#) requirements for adequacy and need for modification.
2. Assessing personnel to identify needed EMS orientation and/or technical training, [then hosting yearly training sessions \(likely to be held in the winter during the non-field season\) for the identified personnel.](#)
3. Developing and implementing an EMS training program that meets training requirements.

The only official copy of this file is the one on the PSICC website. Before using a printed copy, verify that it is the most current version by checking the document issue date on the PSICC website.

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4. Ensuring EMS training is provided. Line Officers are responsible for ensuring that employees receive the training they need.
5. Documenting EMS training provided.