

# Set Up an Employee Training Program

## What

Employees and managers should be aware of the environmental policy, the SEAs and related procedures that apply to their work, key EMS roles and responsibilities, and the importance of meeting EMS requirements. Employees also should understand what might happen if they don't meet EMS requirements, such as spills, releases, and fines or other penalties.

## Who

Everyone in your facility plays a role in environmental management. For this reason, cast a wide net for your training program.

## Why

Train employees on environmental management because:

- Legal compliance requires that certain job functions be trained;
- Every employee can have potential impacts on the environment; and

- Any employee can have a good idea to improve your facility's environmental management efforts.

## How

Provide all employees with environmental awareness training on environmental issues. Also provide task-specific training to those employees whose jobs are associated with significant environmental aspects.

1. Awareness training. Provide a brief training to employees that covers an introduction to EMS, your environmental policy, significant environmental aspects, and environmental goals. This introduction provides an opportunity for the new employees to ask questions about the EMS. The main purpose of the awareness training is for the employees to get a feel for the context in which they will be performing environmentally-related duties.
2. Task-specific training. See Sample Form 7: EMS Work Instructions, below, for a sample list of task-specific training for activities with significant environmental impacts.

## Sample Form 7: EMS Work Instructions

Significant Environmental Aspect	Associated Job Functions	Instruction	Responsible Person
Water use	Parts rinsing	Employees should monitor the drip time over the various rinse tanks and withdraw the parts at the proper speed	Plating supervisor
	Parts racking	Employees should rack parts to minimize solution dripping on other parts	Plating supervisor
Energy use	All employees	Turn off lights when office or building not in	Plant manager

Significant Environmental Aspect	Associated Job Functions	Instruction	Responsible Person
	Maintenance	Turn thermostats to a more cost-saving temperature when the building and office are empty; inspect and fix air leaks on a regular schedule; replace older, inefficient motors with newer, efficient models instead of repairing	Plant manager
Sludge generation and disposal	Wastewater treatment	Employees should follow procedures properly when treating waste	Environmental manager
	Sludge handling	Employees should now segregate sludge before disposal	Environmental manager
Metal and cyanide emissions	Wastewater treatment	Employees should follow procedures properly when treating waste	Environmental manager
Metal use	Parts rinsing	Employees should monitor the drip time over the various rinse tanks and withdraw the parts at the proper speed	Plating supervisor
	Parts racking	Employees should rack parts to minimize solution dripping on other parts	Plating supervisor
	Maintenance	Employees should make sure drip boards are in place and process solutions are properly filtered	Plant manager
Organic emissions from degreaser	Degreasing	Employees should use the new degreaser properly	Plating supervisor
Human exposure to toxic materials	All employees	Ensure new processes are being used properly	Plant manager