

PRESIDIO OF MONTEREY'S PROCEDURE FOR Competence and General Awareness Training

Procedure: The Presidio of Monterey's Procedure for EMS competence and general awareness Training			
Document Owner: EMS Management Representative – The Presidio of Monterey (POM)		Review: EQCC	
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Update Requirements: The Presidio of Monterey's EMS Management Representative shall maintain this procedure and review it annually. This document and its revisions shall remain current for no more than one year from the effective date. The EMS Management Representative must maintain a log of document history with this procedure.			
Revision Information			
Status	Revision	Effective Date	Revision Summary
Baseline Procedure	1.0		None

A. PURPOSE

- 1) To establish a process to ensure that environmental training needs are assessed and that all employees and contractors at US Army Presidio of Monterey EMS.
- 2) To ensure the competency of employees and contractors who perform tasks that can cause significant environmental impacts.

B. SCOPE

- 1) This procedure is written to address the criteria established by **Section 4.4.2 of ISO 14001:2004**.

C. DEFINITIONS

- 1) General Awareness Training: Appropriate training providing a general understanding of the organization's Environmental Management System, associated policy, significant environmental impacts and environmental management plans in place to mitigate environmental risk.
- 2) Competency Training: Appropriate training dealing with ensuring competence of personnel who perform work for or on behalf of the organization with the potential to cause a significant environmental impact.

D. PROCEDURE

- 1) All new employees will be provided general awareness training on the following subjects during new-hire orientation or via the EMS website:
 - a. POM's environmental policy
 - b. POM's environmental management system
 - c. Significant environmental aspects
 - d. Appropriate POM environmental management plans

- 2) All employees and contractors whose responsibilities include activities that can have significant environmental impacts will demonstrate competency based on successful completion of education; experience; training as described in this procedure; or participation in courses, seminars or workshops. Competency is evaluated during internal audits, evaluations of legal compliance, employee performance appraisals and other methods as necessary.
 - a. Employees will receive appropriate competency training, based on EMS Training Matrix (POM-EMS-PR-4.4.2A), and will provide documentation of employee training to the EMSMR. The Training Matrix attached herein is an example and can be modified based on the needs of the organization. The EMSMR ensures records of this training are kept in accordance with POM-EMS-PR-4.5.4 (Control of Records Procedure).
 - b. All employees will be made aware of:
 - i. The importance of conformity with POM's environmental policy, procedures and the requirements of POM's EMS
 - ii. The significant environmental aspects and related actual or potential impacts associated with their work and the environmental benefits of improved personal performance
 - iii. Their roles and responsibilities in achieving conformity with the requirements of the EMS
 - iv. The potential consequences of departure from POM's policy, procedures and system
 - c. This awareness can be achieved through training, postings on bulletin boards and/or brochures.

- 3) Suppliers and/or contractors who could have an environmental impact receive EMS training at the direction of the Directorate/Tenant Command Head(s) requesting such services. The training includes an overview of POM's environmental policy. It may also include training on POM's environmental aspects, objectives and targets.

E. RESPONSIBILITIES

1) EMS Management Representative (EMSMR)

- a. Provides general awareness training, or ensures that a designee provides training, to new full-time employees per Section D.1 of this procedure.
- b. Ensures that EMS training records are maintained in accordance with POM-EMS-PR-4.5.4 (Control of Records Procedure).
- c. Works with Directorate/Tenant Command Heads to ensure that all employees have adequate EMS awareness as described in section D.6 of this procedure.

2) Directorate/Tenant Command Heads

- a. Determine the competence of employees and contractors whose responsibilities include activities that can have significant environmental impacts per section D.3 of this procedure.
- b. Determine training needs with respect to POM's environmental aspects, based on EMS Training Matrix (POM-EMS-PR-4.4.2A), and the EMS and ensures that employees receive the appropriate training. Provides documentation of training completion to EMSMR.
- c. Work with the EMSMR to ensure that all employees have adequate EMS awareness as described in section D.6 of this procedure.
- d. Ensure that suppliers and/or contractors who could have an environmental impact receive EMS training per section D.7 of this procedure.

ATTACHMENTS

- A. Example of Training Matrix (POM-EMS-PR-4.4.2A)

