

EMPLOYEE TRAINING PLAN REQUIREMENTS AND TEMPLATE

All facilities are required to create and implement an employee training plan. Below is a template of requirements for the Hazardous Materials Business Plan and Hazardous Waste Generator program elements. This template will help facilities ensure that all requirements for each program are covered and will help draft a site-specific plan for your facility. Training requirements for the Hazardous Materials Business Plan and Hazardous Waste Generator programs can be found in Health and Safety Code Chapter 6.95 Article 1, Chapter 6.5, Title 19 § 2732, and Chapter 22 of California Code of Regulations § 66265.16. This template may be uploaded onto CERS and will satisfy the above mentioned regulations.

1. Programs

- a. Facility maintains hazardous materials at or above the reporting quantities of 55 gallons of a liquid, 500 pounds of a solid, and/or 200 cubic feet of a compressed gas

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YES

Complete section 1b

- b. Hazardous Materials Business Plan Requirements (HSC § 25504(c))

- i. Methods of safe handling of hazardous materials

[illegible]

- ii. Safety procedures in the event of a release or threatened release of a hazardous material as described in Emergency Action/Contingency Plan

[illegible]

- iii. Procedures for coordination with local emergency organizations

[illegible]

[illegible][illegible][illegible]

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Complete section 1d

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Do not complete section 1d

- i. Proper packaging and labeling of all waste

[illegible]

- [illegible]

- [illegible]

- [illegible]

[illegible][illegible]

Frequency of inspections: _____

2. Required Training Topics – By Job Title

While all topics in section 1 must be covered, not every individual must be trained in each topic for respective program(s). Training given to each individual will commensurate with the tasks assigned to that employee.

Example: An employee who physically handles hazardous wastes but does not fill out or manage manifests needs training in handling not manifesting, while the clerical person responsible for the manifests needs training in manifesting but not handling the wastes.

Training on MSDS (Material Safety Data Sheets) including specific hazard(s) of each chemical to which employees may be exposed, including routes of exposure (i.e. inhalation, ingestion, absorption, etc.) is required.

Procedures for specific job titles (optional):

[illegible]

3. Personal Responsibilities

Responsibility for ensuring the training plan is compliant to all requirements and implementation is assigned to: _____

Special Responsibilities are as follows:

TRAINING TASK	ASSIGNED TO

4. Training Frequency

New employees will successfully complete training within 6 months after date of employment or assignment to a new position at facility. All employees are to receive at least annual training, including refresher courses. In the event of new assignments or changes in operation, training will be provided before the new assignment or change in operation takes place. Employees will not handle hazardous materials and/or hazardous waste without supervision until trained.

Date of last training: _____

Date of next training: _____

Additional dates for refresher courses (optional):

COURSE	DATE

5. Training Documentation

All training must be documented. Training records on current personnel shall be kept until closure of the facility. Training records on former employees shall be kept for at least three years from the date the employee last worked at the facility. Records that document that the requirements, trainings, and job experience have met must be kept and maintained.

Training records are kept: _____