

**EMPLOYEE TRAINING PLAN
HAZARDOUS MATERIALS AND HAZARDOUS WASTES**

Hazardous waste generators and facilities required to submit a Hazardous Materials Business Plan are required to have and implement an employee training plan. Appendix M provides a list of the requirements training plans must meet. Appendix M can be used to develop a plan, confirm an existing plan meets the requirements, or to fill out the following fill in the blank training plan. The following optional employee training plan format is designed for relatively simple, low risk facilities.

1. Scope

This Plan is designed to provide hazardous materials and hazardous waste training to employees to satisfy the requirements of the Health and Safety Code Chapters 6.95, Article 1 and Chapter 6.5.

2. Responsibilities

Responsibility for ensuring the Training Plan is implemented is assigned as follows:

Overall Responsibility: _____

Training Program Element Delegation :

TRAINING TASK	ASSIGNED TO
_____	_____
_____	_____
_____	_____

3. New Employees

New employees are provided training during their orientation before job assignment.

4. New Assignments and Changes in Operations for Existing Employees

In the event of new assignments or changes in operation for existing employees, training will be provided before the new assignment or change in operation takes place.

5. Refresher Training

Refresher training will be provided every _____. The method used will be

6. Training Topics - General

The training at this facility must cover the following topics.

- Methods of safe handling of hazardous materials
- Emergency response including:
 - The Emergency Response Plan
 - Procedures for coordination with local emergency response organizations
 - Use of emergency response equipment and supplies this employee may use
 - Procedures for using, inspection, repairing, and replacing facility emergency and monitoring equipment for which this employee is responsible
 - Communication and alarm systems
 - Response to a release or threatened release of hazardous materials (what is expected of this employee and what can the employee expect others to do)
- Hazardous waste management
 - Packaging and labeling
 - On-site management and storage requirements
 - Proper use of safety equipment
 - Proper use of hazardous waste management supplies
 - Off-site transportation requirements
 - Interaction with waste haulers and disposal sites
 - Conducting periodic inspections
- Key parameters for automatic waste feed cut off systems (if applicable)
- Response to fires or explosions
- Response to ground water contamination incidents (if applicable)
- Shutdown of operations (if applicable)

7. Training Topics - By Job Title

While all the topics listed in Section 6 must be covered at this facility, not every individual must be trained in each topic. Training given to each individual will be commensurate with the tasks assigned to that employee. For example an employee who physically handles hazardous wastes but does not fill out or manage manifests needs training in safe handling but not manifesting, while the clerical person who is responsible for the manifest needs training in manifesting but not in handling waste.

The attached documents provide job descriptions and training requirements for each job title involved in hazardous materials/waste management and handling.

Personnel records can identify the names of the individuals holding each of these jobs.

8. Training Documentation

All training will be documented. The attached Training Record forms will be used for this purpose. 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.

Training records are kept _____