
 City of Dallas	Document Number:	COD-EMS-PRO-006	Revision Number:	6
	Approved By:	OEQ Managing Director	Effective Date:	12/01/2017
	Description of Last Change:	Changes to bring procedure up to date with ISO 14001:2015 standard.		
Document Title:	Training, Awareness, and Competency ISO 14001:2015 7.2, 7.3			

- 1.0 **PURPOSE:** This procedure establishes a process for identifying and implementing required environmental training for City employees.
- 2.0 **SCOPE:** This procedure addresses operations and activities that can have a significant impact on the environment, and applies to City employees engaged in City-related work activities within the Environmental Management System (EMS) fenceline.
- 3.0 **ENVIRONMENTAL:** Educate City employees on Dallas' environmental policies to motivate and encourage employees to practice environmental stewardship by raising awareness and sensitivity to environmental issues through City policies, regulations, training, and interactive dialogue.
- 4.0 **DEFINITIONS:**
- 4.1 **Competence** – Ability to apply knowledge and skills to achieve intended results; sometimes referred to as qualification.
- 4.2 **Awareness** – The state of understanding job responsibilities and how actions impact the environment and contribute to the achievement of organization objectives.
- 5.0 **RESPONSIBILITY & AUTHORITY:**
- 5.1 Directors are responsible for the following:
- 5.1.1 Ensuring assigned staff are competent to perform duties in compliance with applicable regulations and this policy.
- 5.1.2 Ensuring resources are available to staff to maintain competencies necessary to comply with applicable regulations and this policy.
- 5.2 Facility Managers/Supervisors are responsible for the following:
- 5.2.1 Determining competency and awareness requirements, including educational and work experience required by each job title, description, and/or function within the facility, to ensure that training is completed by affected staff prior to commencement of work.
- 5.2.2 Documenting and tracking competency requirements with the assistance of the Departmental Environmental Management Representative (EMR).
- 5.2.3 Ensuring staff are current on all required competencies and/or training per the Facility or Departmental training matrix.
- 5.2.4 Ensuring that the required course training record/sign-in sheet is traceable and retained.
- 5.2.5 Ensuring that employees are aware of the significant aspects and compliance obligations related to their jobs.

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5.2.6 Ensuring that employees are aware of how their performance can impact the environment and the consequences of deviating from procedures (e.g., Spill Procedure, AD 3-74, etc.).

5.3 The Office of Environmental Quality (OEQ) is responsible for the following:

5.3.1 Assisting departments with training needs and competency requirements by job titles, descriptions, and/or functions in conjunction with Human Resources (HR) and affected City Departments.

5.3.2 Developing and conducting training courses in conjunction with City Departments.

5.3.3 Ensuring that OEQ offered course training record/sign-in sheet is traceable and retained.

5.3.4 Maintain EMS Awareness Training content for new employee orientation either online or in person, as necessary.

5.3.5 Notifying employees of OEQ environmental training opportunities.

5.3.6 Making training materials (e.g., videos, PowerPoints) in OEQ's library available to departments.

5.4 Environmental Management Representatives (EMRs) are responsible for the following:

5.4.1 Assisting Facility Managers in determining training requirements by job titles in conjunction with OEQ and HR.

5.4.2 Notifying employees of departmental environmental training opportunities.

5.4.3 Offering environmental training classes, as necessary.


5.5 HR is responsible for the following:

5.5.1 Maintain a current list of job titles and make the updated list available to departments.

5.5.2 Offering EMS Awareness Training through the New Employee Orientation agenda. HR will document attendance at the training session.

5.5.3 Determine training by job titles, descriptions, and/or functions in conjunction with OEQ and affected Departments.

5.5.4 Assisting affected Departments in tracking the completion of environmental courses by job title upon request.

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6.0 PROCEDURES

The environmental training program is further described below:

6.1 Competency

Environmental Competency is based on a person's knowledge and experience of an operational task and its associated environmental impact. Competency is determined by facility managers/supervisors with assistance from their EMR and/or OEQ, as needed. The following tools may be utilized by the City to ensure competency:

- Identification and tracking of required licenses or registrations for work activities (e.g., pesticide application license)
- Formal training programs
- On the job training
- Hiring and interview process
- Job descriptions

For additional EMS competency requirements, see **COD-EMS-PRO-006.03 EMS Competency Grid** for job positions, competency training requirements and training frequency. Additional competency requirements for auditors are located in **COD-EMS-PRO-013 EMS Internal Auditing Procedure**.

Departments may substitute comparable outside training classes to meet the training requirements of their departmental training matrix. Examples of outside classes are online courses or training classes offered by organizations external to the City of Dallas. The department is responsible for retaining documentation of course content and attendance.


6.2 OEQ and the EMRs will meet as needed to review the OEQ training program, Competency Grid (COD-EMS-PRO-006.03), and the List of OEQ Training Courses (COD-EMS-PRO-006.02).

6.3 OEQ will announce a schedule monthly for OEQ taught training courses and other required courses as detailed in COD-EMS-PRO-006.02 List of OEQ Training Courses.

6.4 Attendance at all instructor-led training sessions shall be documented through the use of the integrated sign-in sheet (**COD-FRM-012**). For online training, the electronic system will generate a sign-in sheet for record retention purposes.

6.4.1 Sign-in sheets will be kept in accordance with **COD-EMS-PRO-008 Document and Record Management Procedure**.

6.4.2 OEQ shall maintain sign-in sheets for all OEQ instructed courses. These records are available on the City of Dallas Intranet: <http://cod/Oeq/training%20logs.htm>

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6.4.3 Departments shall have a retention and tracking method for environmental training conducted by the department and shall maintain records of who has been trained and who needs training.

7.0 REFERENCES

- 7.1 AD 3-73 Environmental Management Program
- 7.2 COD-EMS-PRO-002 Legal and Other Requirements Procedure
- 7.3 COD-EMS-PRO-006.02 List of Training Courses
- 7.4 COD-EMS-PRO-006.03 EMS Competency Grid
- 7.5 COD-EMS-PRO-008 Document and Record Management Procedure
- 7.6 COD-EMS-PRO-013 EMS Internal Audits Procedure

8.0 RECORDS

- 8.1 COD-FRM-012 Integrated Training/Meeting Sign-In Sheet
- 8.2 DOT Training Questionnaire