
 City of Dallas	Document Number:	COD-EMS-PRO-006	Revision Number:	7
	Approved By:	OEQS Director	Effective Date:	6/01/2022
	Description of Last Change:	Changes to approver, department acronym, definitions, training accountability, and forms		
Document Title:	Training, Awareness, and Competency ISO 14001:2015 7.2, 7.3			

1. **PURPOSE:** This procedure establishes a process for identifying and implementing required environmental training for City employees.
2. **SCOPE:** This procedure addresses environmental training processes, practices, and activities that apply to City employees engaged in City-related work activities within the Environmental Management System (EMS) fence line.
3. **ENVIRONMENTAL:** Educate City employees on City of Dallas' environmental policy. Assist City employees with meeting or exceeding all applicable environmental regulations in their daily work practices. Continually improve environmental performance through proactive assessments. Prevent pollution at its source through applying environmental best management practices and resource conservation measures. Altogether, these methods reduce the City's environmental footprint.
4. **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.
 - 4.3 **Headquarters (HQ):** The OEQS EMS-Internal Audits Division serving as the administrative body for the City's EMS, overseeing City environmental processes, and maintaining the effectiveness of corporate EMS certification.
 - 4.4 **Training** - The action of teaching a person or group a particular skill or behavior. The action of undertaking a course in preparation for an activity to gain knowledge and experience of a subject.
5. **RESPONSIBILITY & AUTHORITY:**
 - 5.1 Human Resources (HR) is responsible for the following:
 - 5.1.1 Maintaining a current list of job titles and allowing list availability to departments.
 - 5.1.2 Offering EMS Awareness training through the New Employee Orientation agenda. Headquarters will document attendance at the training session.
 - 5.1.3 Records required training by job titles, descriptions, and/or functions in conjunction with Headquarters and affected departments.

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5.2 Headquarters (HQ) is responsible for the following:


- 5.2.1 Assisting departments with training needs and competency requirements by job titles, descriptions, and/or functions in conjunction with HR requirements (as applicable) and affected City departments.
- 5.2.2 Developing and conducting training courses in conjunction with City departments.
- 5.2.3 Ensuring that HQ offered course training attendance record/sign-in sheet is traceable and retained.
- 5.2.5 Notifying City employees of upcoming environmental training course opportunities.
- 5.2.6 Making training materials (e.g., videos, PowerPoints) in HQ's library available to departments.

5.3 Department directors are responsible for the following:

- 5.3.1 Ensuring assigned staff are competent to perform duties in compliance with applicable regulations and this procedure.
- 5.3.2 Ensuring resources are available to staff to maintain competency necessary to comply with applicable regulations and this procedure.
- 5.3.3 Delegating responsibility of creating/maintaining the departmental training matrix.

5.4 Facility managers/supervisors are responsible for the following:

- 5.4.1 Determining competency and awareness requirements including educational and work experience required by each job title, description, and/or function within the facility. Ensure training is completed by affected staff prior to commencement of work.
- 5.4.2 Documenting and tracking competency requirements with the assistance of the departmental Environmental Management Representative (EMR).
- 5.4.3 Ensuring staff are competent and current on all required training per the department/facility training matrix.
- 5.4.4 Ensuring that the required course training attendance record/sign-in sheet is traceable and retained.
- 5.4.5 Ensuring that employees are aware of the significant aspects and compliance obligations related to their positions and facilities.
- 5.4.6 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.).

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

- 5.5.1 Assisting facility managers in determining training requirements by job titles in conjunction with HQ and HR.
- 5.5.2 Notifying employees of departmental environmental training opportunities.
- 5.5.3 Offering environmental training classes, as necessary.
- 5.5.4 Distributing training related materials to employees in attendance.

6. PROCEDURES

The environmental training program is further described below:


6.1 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 HQ 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

Additional competency requirements for auditors are in the EMS Internal Auditing Procedure (COD-EMS-PRO-013).

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. The department is responsible for retaining documentation of course content and attendance.

6.2 HQ and the departmental EMRs will communicate annually to review and amend (as needed) the List of HQ Training Courses (COD-EMS-PRO-006.02).

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6.3 HQ will announce a monthly schedule for Office of Environmental Quality & Sustainability (OEQS) taught training courses and other required courses as detailed in List of OEQS Training Courses (COD-EMS-PRO-006.02).

6.4 Attendance for all varieties of training sessions shall be documented and retained.

6.4.1 Attendance records will be kept in accordance with COD-EMS-PRO-008 Document and Record Management Procedure Section 6.3.

6.4.2 HQ shall maintain attendance records/class rosters for all OEQS instructed courses. The City's official attendance document, **COD-FRM-012**, may be used.

6.4.3 Departments shall track and maintain training records for environmental training conducted by their department.

7. REFERENCES

- 7.1 COD-EMS-PRO-006.02 List of Training Courses
- 7.2 COD-EMS-PRO-008 Document and Record Management Procedure
- 7.3 COD-EMS-PRO-013 EMS Internal Audits Procedure

8. RECORDS

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