

Employee Training Plan

1. BUSINESS INFORMATION		
BUSINESS NAME		FACILITY ID
ADDRESS		
2. TRAINING FOR PERSONNEL		
<input type="checkbox"/> Not Applicable because facility has no employees		
Personnel are trained in the following procedures		
<input type="checkbox"/>	Internal alarm/notification	
<input type="checkbox"/>	Evacuation/re-entry procedures & assembly point locations	
<input type="checkbox"/>	Emergency incident reporting	
<input type="checkbox"/>	External emergency response organization notification	
<input type="checkbox"/>	Location(s) and contents of Emergency Response/Contingency Plan	
<input type="checkbox"/>	Facility evacuation drills that are conducted at least: (Specify: "Quarterly", etc.)	
3. TRAINING FOR CHEMICAL HANDLERS		
Chemical handlers are additionally trained in the following		
<input type="checkbox"/>	Safe methods for handling and storage of hazardous materials	
<input type="checkbox"/>	Location(s) and proper use of fire and spill control equipment	
<input type="checkbox"/>	Spill procedures/emergency procedures	
<input type="checkbox"/>	Proper use of personal protective equipment	
<input type="checkbox"/>	Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i.e., inhalation, ingestion, absorption)	
<input type="checkbox"/>	Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific to their job duties (e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.)	
4. EMERGENCY RESPONSE TEAM		
Members are capable of and engaged in the following		
Complete this section only if you have an in-house emergency response team		
<input type="checkbox"/>	Personnel rescue procedures	
<input type="checkbox"/>	Shutdown of operations	
<input type="checkbox"/>	Liaison with responding agencies	
<input type="checkbox"/>	Use, maintenance, and replacement of emergency response equipment	
<input type="checkbox"/>	Refresher training, which is provided at least annually	
<input type="checkbox"/>	Emergency response drills, which are conducted at least: (Specify: "Quarterly", etc.)	
5. RECORD KEEPING		
The following records are maintained at the facility (Check all that apply).		
Note: This list of records does not necessarily identify every type of record required to be maintained by the facility.		
<input type="checkbox"/>	Current employees' training records (to be retained until closure of the facility)	
<input type="checkbox"/>	Former employees' training records (to be retained at least three years after termination of employment)	
<input type="checkbox"/>	Training Program(s) (i.e., written description of introductory and continuing training)	

Sample Training Plan Document

James Schiel



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