



Training and Awareness Checklist

#	Required	Complete?
1	Have we determined the necessary competence of individuals doing work under our control which influences our overall EMS? Take into consideration those who can influence our compliance obligations, environmental aspects, and objectives.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Do we have a way to ensure that these individuals are competent based on appropriate education, training, or experience? Ex. are we conducting in-house training? Are we asking for verification of licenses from contractors, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Have we determined the training needs associated with our environmental aspects and the relevant roles within our organization?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Have we taken action to evaluate the competence and effectiveness of the training that individuals are provided? In other words, is there a measurable way for us to determine if someone is competent based on their training? This may include something like an evaluation, a practical test or something with a scoring evaluation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Is training re-assigned where deemed appropriate or necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	How do we ensure that individuals new to the organization, contractors or visitors are aware of their impact on the EMS and their associated responsibilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Do we maintain documented information as appropriate for evidence of competence? This could include things like training records, certifications, evaluations etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Have we considered re-training for those employees who may have negatively impacted the EMS?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Tips

Considerations for Training and Awareness in accordance with the EMS Guidance document (Competence) 3.4.3:

Competency is needed to complete responsibilities and fulfil roles which will enable achievement of environmental objectives and plans. Competency of individuals should be evaluated regularly, and training provided for those who need to maintain or upgrade their competency. Training plans can be established to provide a level of assurance for consistent knowledge within the organization for various roles and responsibilities. Training plans and minimum qualification expectations should include all internal and external parties who may have responsibilities under the EMS, including part-time employees and contractors.

Competency requirements:

- Documentation of competency requirements provides a level of assurance that all personnel are aware of what is required for different roles and responsibilities.
- Competency for roles can be met by providing training for environmental management tasks, employing individuals with education that is applicable to the tasks and through work experience.
- Records of training need to be retained to provide evidence of competency.
- Continual improvement within the system may also identify additional training needs based on non-conformances or changes in the intended objectives of the EMS.

Considerations for Competency:

- Consider creating job profiles with competency requirements listed. This enables workers to evaluate what training is required and makes hiring for staff easier.
- Succession planning for roles will integrate roles, responsibilities, competency, and role objectives which documents what competency looks like for the role, including other job requirements.
- A centralized function, such as Human Resources, can be involved in tracking and evaluating competency and will likely have experience doing so for other regulatory requirements such as training for Transportation of Dangerous Goods and WHMIS.