

# Process Document: Environmental Management System - Training



Proprietary & Confidential

Date: 8/27/18

Document Number:

EMS-PD-0005

Rev. Level: 4.0

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1. **Purpose:** The purpose of this process is to define the identified training needs and implemented training program for all employees whose work may create a significant impact on the environment in order to minimize those impacts. These procedures shall also extend to any person within the organization or acting on its behalf whose activity has the potential to cause environmental regulatory noncompliance.
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
  - 3.1. **Managers/Supervisors will train all existing and new employees on the environmental policy and identified procedures. All trained employees will be required to sign the Training Sign-In Sheet.**
  - 3.2. **Human Resources and Training (HRT) will maintain a database, which includes the employees who have received training with the determination of competency, training dates and associated procedures.**
  - 3.3. **Managers/Supervisors will train affected employees within a timely manner of the effective date of a procedure or major revision to procedures, the management program, policy or other Environmental Management System (EMS)-related document.**
  - 3.4. **Managers/Supervisors will make all existing and new employees whose work activities may create a significant impact upon the environment aware of:**
    - 3.4.1. The importance of conformance with the environmental policy and procedures and with the requirements of the environmental management system;
    - 3.4.2. The significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance;
    - 3.4.3. How to recognize operations and waste streams where equipment malfunctions and deterioration, and/or operator errors or deliberate malfeasance, are causing, or have the potential to cause: (1) unplanned or unauthorized releases of hazardous or harmful contaminants to the environment, (2) a threat to human health or the environment, or (3) noncompliance with environmental requirements;
    - 3.4.4. Their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the environmental management system, including emergency preparedness and response requirements; and
    - 3.4.5. The potential consequences of departure from specified operating procedures.

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3.5. Managers/Supervisors will evaluate the competence of personnel performing the tasks that can cause a significant environmental impact on the environment on the basis of appropriate education, training and/or experience. Competence will be evaluated by observance of job performance.

3.6. Managers/Supervisors will assure all training requirements identified for contract personnel will be established under the terms of contract or handled directly.

4. Definitions: N/A

5. Related Documents:

5.1. [HRT-FR-0001 Training Sign-in Sheet](#)

5.2. [HRT-PD-0006 Training Systems](#)

6. Records: N/A

7. Process Flow: N/A

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