

## PART B REVIEW CHECKLIST

### SECTION H - PERSONNEL TRAINING

Last updated: May 2005

<b>Facility/ID #</b>		<b>Date</b>	
<b>Reviewer</b>		<b>DO</b>	

Relevant Guidance Documents: *None*

	YES	NO	NA	Page #	Notes - NOD Comment #	Include on Inspection Checklist?
H-1a <u>Outline of the Training Program:</u> OAC 3745-50-44 (A)(12), 3745-54-16 (A)(1)						
Did the owner/operator provide an outline of both the introductory and continuing training programs used at the facility to prepare personnel to operate or maintain the facility in a safe manner, and to perform their duties in a way to ensure the facility's compliance with the hazardous waste facility standards?						
Did the owner/operator include a brief description on how training will be designed to meet actual job tasks? Note that on-the-job training may be used to comply with these requirements.						
H-1b <u>Training Director:</u> OAC 3745-54-16 (A)(2)						
Did the owner/operator demonstrate that the training program is directed by a person trained in hazardous waste management procedures? Minimum training for the training director may include OSHA Hazardous Waste Operations and Emergency Response (29 CFR 1910.120 (c)(7)(e)).						
H-1c <u>Relevance of Training to Job Position:</u> OAC 3745-54-16 (A)(2)						

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Did the owner/operator demonstrate that the training program provides facility personnel with instruction on hazardous waste management procedures (including contingency plan implementation) that are relevant to the positions they hold?						
H-1d <u>Emergency Response Training:</u> OAC 3745-54-16 (A)(3)						
Did the owner/operator demonstrate that the training program is designed to ensure that facility personnel are able to respond effectively to emergencies and are familiar with emergency procedures, emergency equipment, and emergency systems?						
Does the facility's training program include instruction in the following areas (as applicable):						
(1) procedures for using, inspecting, repairing and replacing facility emergency and monitoring equipment?						
(2) key parameters for automatic waste feed cut-off systems?						
(3) communications or alarm systems?						
(4) response to fires or explosions?						
(5) response to groundwater contamination incidents?						
(6) shutdown of operations?						
H-2 <u>Implementation of Training Program:</u> OAC 3745-54-16 (B)						

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Did the owner/operator demonstrate that training has been and will continue to be successfully completed by facility personnel within six months of their employment or assignment to the facility or transfer to a new position within the facility, whichever is later?						
Did the owner/operator document that employees will not work in unsupervised positions until they have completed the training requirements?						
Did the owner/operator provide a training matrix or other tracking form that demonstrates that the training requirements are tracked at the facility to ensure that each person receives the training relevant to their position in a timely manner (Paragraphs (B) and (C) of OAC 3745-54-16)? This matrix should include each employee's start date and dates required training is completed.						
H-3 <u>Training Frequency:</u> OAC 3745-54-16 (C)						
Did the owner/operator demonstrate that facility personnel have and will continue to take part in an annual review of the hazardous waste training program?						
H-4 <u>Training Records and Documents</u> OAC 3745-54-16 (D) & (E)						
H-4a <u>Job Titles:</u> OAC 3745-54-16 (D)(1)						
Did the owner/operator provide job titles for each position at the facility that is involved with hazardous waste management?						

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Did the owner/operator provide evidence that the names of the employees filling each of these positions is kept on record at the facility?						
H-4b <u>Job Descriptions:</u> OAC 3745-54-16 (D)(2)						
Did the owner/operator provide written job descriptions for each position at the facility involved with hazardous waste management?						
Do the job descriptions include the requisite skill, education, or other qualifications, and other duties of employees assigned to each position consistent to the degree of specificity of similar position descriptions at the facility?						
H-4c <u>Training Descriptions:</u> OAC 3745-54-16 (D)(3)						
Did the owner/operator state that a written description of the type and amount of introductory and continuing training that will be given to each person filling a position related to hazardous waste management at the facility will be kept on record at the facility?						
H-4d <u>Training Records:</u> OAC 3745-54-16 (D)(4) & (E)						
Has the owner/operator demonstrated that it will maintain records to document that the training or job experience has been given to or completed by facility personnel?						

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<p>Did the owner/operator state that training records on current personnel will be kept until closure of the facility, and that training records on former employees will be kept for at least 3 years from the date the employee last worked at the facility?</p> <p>[Comment: Owners and operators shall submit with "Part B" of the permit application an outline of the training program used (or to be used) at the facility and a brief description of how the training program is designed to meet actual job tasks.]</p>						