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1. Purpose

This procedure seeks to ensure that all employees are properly trained and all specific training needs are identified and met. It also seeks to ensure that a system is in place to provide initial, periodic and refresher training for employees, contractors and other personnel who may work at or visit the Macaé Merchant Power Plant facilities.

2. Scope

The key training elements are:

- Procedures to identify the types of training required by various work groups;
- Written instructor outlines;
- Methods to ensure student understanding; and
- Training documentation.

3. Responsible Parties

- Plant Manager
- Environmental Coordinator
- HSE Supervisor
- Certified / Accredited Institutions and Equipment Vendors

4. Forms Used

- Operation Training Matrix, O-EF 008.A
- Training Administration Form, O-EF 008.B
- Employee Training Records, O-EF 008.C

Note: All forms must be numbered before being completed and filed.

5. Procedure

The Plant Manager or his designee will:

- Integrate the environmental training with the training in other departments;
- Program the training;
- Program the refresher courses, according to the needs of the Environmental Coordinator;
- Notify employees of refresher training and renewal of certification.

The Environmental Coordinator and the HSE Supervisor are responsible for:


- Assisting the Plant Manager in the development and assessment of all training material.

To ensure consistency in training, written instructor outlines should be developed to include the following:

- Training topic and objectives;
- Length of training;
- Materials needed and instruction methodology;
- Key points to stress and reinforce; and,
- Visual aids or other material used.
- Appointment of instructors knowledgeable in the area of instruction
- Participate in *Train the Trainer* sessions.
- Updating the Training Administration Form, O-EF 008.B

The O&M Supervisors are responsible for:

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- Identifying specific training needs within their areas, in order that all personnel are trained to work safely and are aware of environmental considerations in accordance with their duties and responsibilities.

EMMP training should address operational procedures related to environmental health and safety, emergency response procedures, safe work practices, including PPE use, and any EMMP procedure requiring specific training, such as CEMS Audits and Management of Change.

The training needs shall be identified based on:

- Regulatory requirements;
- A review of injuries, near misses, accidents or incidents with serious potential consequences;
- Recommendations of hazard analysis;
- Recommendations for an Audit; and
- Review of applicable regulations.

Each training course must include methods that ensure employee understanding of the training information. This may include written or oral tests, job observations, demonstrations, etc. The Environmental Coordinator and the HSE Supervisor are responsible for reviewing and evaluating the training sessions, recommending action when judged to be necessary.

6. General Rules


The training courses during operations must address the daily operational aspects involving waste reduction, recycling and disposal, wastewater treatment system, air emission control, including equipment, monitoring and reporting.

El Paso will be in charge of training employees and subcontractors. The training must cover all aspects related to equipment monitoring systems and controls. The proposed program is presented in Operation Training Matrix, O-EF 008.A

7. Record of Revisions

Revision Date	Description	Sections Affected

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 Macaé Merc	ENVIRONMENTAL MANAGEMENT AND MONITORING PLAN PLAN				FORM. No.: O-EF 008.A
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Trainee	Topic	Duration	Frequency	Where/How	Trainer
All plant personnel	Emergency Response Plan	10 hr	initial with annual refresher*	Classroom sessions and drills	Certified Institutions and Equipment Vendors
	Risk Prevention program	10 hr	initial with annual refresher*	Classroom sessions and drills	Certified Institutions and Equipment Vendors
Environmental Coordinator/HSE Supervisor, Chemical Engineer, CEMS crew	EMSP procedures and requirements	4 hr	initial with annual refresher	Classroom sessions and on-site review of procedures	Certified Institutions and Equipment Vendors
	Environmental record keeping requirements	2 hrs			
	Auditing Techniques	4 hrs			
	Detailed water&waste water management	2hr			
	Detailed solid waste management	2 hrs			
	Noise Monitoring	1 hr			
	CEMS operation and maintenance	4 hr			
Presentation skills - train the trainer	5 days				
Operation and Maintenance Personnel	Environmental awareness and understanding of environmental regulations and plant responsibilities	2 hrs	initial with annual refresher *	Classroom sessions and on-site review of procedures	Environmental Coordinator/HSE Supervisor
	Detailed water&waste water management	2hr			
	Detailed solid waste management	2 hrs			
	Noise Monitoring	1 hr			
CEMS crew	CEMS operation and maintenance	4 hr	initial with annual refresher	Classroom sessions and on-site review of procedures	Environmental Coordinator
Plant Manager	EMSP procedures and requirements	4 hr	initial with annual refresher	Classroom sessions	Environmental Coordinator/HSE Supervisor

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TRAINING COURSE/SESSION FORM

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Subject:
Date:
Number of hours:
Name of Instructor:
Name of participants:
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EMPLOYEE TRAINING RECORD

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