

200 South President Street Post Office Box 17 Jackson, Mississippi 39205-0017 Tony Yarber Mayor of the City of Jackson

June 2, 2014

Chief, Environmental Enforcement Section Environment and National Resources Division U. S. Department of Justice Box 7611 Ben Franklin Station Washington, DC 20044-7611 Re: DOJ No. 90-5-1-1-09841

Environmental Engineer Clean Water Enforcement Branch Municipal & Industrial Enforcement Section U. S. EPA Region 4 61 Forsyth St., S. W. Atlanta, GA 30303

Brad Ammons

Karl Fingerhood Environmental Enforcement Section U. S. Department of Justice Box 7611 Ben Franklin Station Washington, DC 20044-7611

Dear Gentlemen:

We are in receipt of your letter dated April 25, 2014 approving the City of Jackson, Mississippi CMOM Training Program pending changes reflective of the comments made in the letter. All comments have been addressed (changed, modified) and incorporated in the enclosed final version of the CMOM Training Program.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the persons who manage the system or those persons directly responsible for gathering such information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Sincerely

Tony T. Varber, Mayor City of Jackson Mississippi

 cc: Les Herrington, P.E., Mississippi Department of Environmental Quality Gus McCoy, Chief Administrative Officer, City of Jackson Monica Joiner, City Attorney, City of Jackson Charles Williams, PhD., P.E., Interim Director, Department of Public Works, City of Jackson Mary Carter, Deputy Director of Public Works, City of Jackson Terry Williamson, Legal Counsel, City of Jackson Public Depository, Eudora Welty Public Library





# CMOM Training Program







# Department of Public Works Wastewater Infrastructure Redevelopment Program

February 28, 2014 Approved with conditions April 30, 2014



# *City of Jackson Wastewater Infrastructure Redevelopment Program*

## **CMOM Training Program**

February 28, 2014

Approved with conditions April 30, 2014

#### **Prepared for:**

City of Jackson Department of Public Works P.O. Box 17 Jackson, MS 39205-0017

#### **Prepared by:**

WEI/AJA LLC 143A LeFleurs Square Jackson, MS 39211

# City of Jackson, Mississippi CMOM Training Program

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering such information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.



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Tony T. Yarber Mayor	
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Date

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Charles Williams, Jr., PhD., P.E., Interim Director Department of Public Works

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Date

## City of Jackson, Mississippi CMOM Training Program

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#### **1.0 INTRODUCTION**

#### **1.1 Consent Decree Overview**

On March 1, 2013, the U.S. District Court for the Southern District of Mississippi entered a Consent Decree (CD) between the City of Jackson, Mississippi (City), U.S. Environmental Protection Agency (EPA), and the Mississippi Department of Environmental Quality (MDEQ,) regarding the City's wastewater collection and treatment system. Over a 17½ year timeline, the Consent Decree requires the City to:

- Develop, submit, finalize, and implement plans for the continued improvement of the Wastewater Collection and Transportation System (WCTS) and Wastewater Treatment Plants (WWTPs);
- Develop, submit, finalize, and implement plans to insure proper Capacity, Management, Operation ,and Maintenance of the Sewer System (CMOM);
- Eliminate Sanitary Sewer Overflows (SSOs), effluent limit violations (including any violations of the new effluent limits for nutrients), and reporting violations, and
- Minimize Prohibited Bypasses.

#### 1.2 CMOM Programs

Capacity, Management, Operations and Maintenance (CMOM) programs are programs of accepted industry practices to properly manage, operate and maintain sanitary wastewater collection, transmission and treatment systems, investigate capacity-constrained areas of these systems, and respond to SSO events. The CD requires the City of Jackson to develop and implement the following CMOM programs:

- Training Program
- Capacity Assurance Program
- Sewer Overflow Response Plan
- Inter-Jurisdictional Agreement Program
- Private Lateral Program
- Water Quality Monitoring Program
- Pump Station Operations Program
- Fats, Oils, and Grease Control Program
- Pump Station Preventive Maintenance Program
- Gravity Line Preventive Maintenance Program

- WWTP Operations and Maintenance Program
- Financing and Cost Analysis Program

#### **1.3** Training Program

The CD requires that by February 28, 2014, the City submit to EPA for review and approval a Training Program, including a schedule for full implementation of the program. This document contains the Training Program for the employees of the City of Jackson Public Works Department who are involved in operating and maintaining the City's sewer collection system.

Operation and maintenance of the three wastewater treatment facilities, industrial pretreatment program, pump stations, land application, and laboratory are contracted to United Water Services Mississippi LLC (UWS-MS). UWS-MS has its own separate training program for its personnel. UWS-MS training documents are attached as Appendix A.

#### **1.3.1 CMOM Training Objectives**

All employees must have the knowledge and skills necessary to perform their duties efficiently and safely. The training program is designed to provide personnel with the abilities they need to effectively operate and maintain the WCTS and treatment facilities.

The Training program has the following objectives:

- Identify the abilities that employees will need to effectively and safely perform their duties.
- Define the conditions under which duties must be performed.
- Identify and develop internal and external resources for training employees to eliminate the deficiencies in their abilities.
- Provide training opportunities for employees to achieve proficiency in their duties.
- Insure that appropriate personnel acquire and maintain certifications and licenses that are required for their positions.

#### **1.3.2 CMOM Training Components**

The City and its contractors provide training in three broad areas: technical, skill, and safety. Required components of the training program are listed below.

#### 1.3.2.1 Technical

The technical training component shall contain, at a minimum, the following:

- (i.) Employee technical training and refresher technical training requirements (curriculum) that ensure that each City employee has a level of knowledge, commensurate with duties, of the overall functions of the City's infrastructure;
- (ii.) A description of outside technical training and networking opportunities, such as conferences and seminars, that are made available to City employees;
- (iii.) A description of the extent to which employee certification, at the State or at the City level, is required as a basis for obtaining or maintaining a position;
- (iv.) Records of technical training, including on-the-job training, which shall be maintained in an information management system and shall describe the degree to which completed technical training and on-the-job training is tied to promotion and pay; and
- (v.) A description of the technical training required before an employee can undertake specific work assignments or tasks.

#### 1.3.2.2 Skills

The Skills training component shall contain, at a minimum, the following:

- Employee skills training and refresher skills training requirements (curriculum) that ensure that each City employee has a level of knowledge, commensurate with duties, of the specific equipment to be used and the procedures to be followed in carrying out duties;
- (ii.) A description of outside skills training opportunities, such as manufacturers' training, that are made available to employees;
- (iii.) A description of the extent to which employee certification, at the State or at the City level, is required as a basis for obtaining or maintaining a position;
- (iv.) Records of skills training, including on-the-job training, which shall be maintained in an information management system) and shall describe the degree to which completed skills training and on-the-job training is tied to promotion and pay; and
- (v.) A description of the skills and on-the-job training required before an employee can undertake specific work assignments or tasks.

#### 1.3.2.3 Safety

The safety training component shall contain, at a minimum, the following:

- (i.) Employee safety training and refresher safety training requirements (curriculum) that ensure that each City employee has level of knowledge regarding on-the-job safety that is commensurate with the employee's equipment and work environment;
- (ii.) A description of the extent to which employee safety certification at the State or at the City level is required as a basis for obtaining or maintaining a position;
- (iii.) Records of safety training, including on-the-job training, which shall be maintained in an information management system and shall describe the degree to which completed safety training and on-the-job training is tied to promotion and pay; and
- (iv.) A description of the safety training required before an employee can undertake specific work assignments or tasks.

#### 2.0 JPWD ORGANIZATION

The City of Jackson Public Works Department is divided into two (2) primary divisions, **Administration** and **Operations**. This division separates the two main functions of the department into areas that are clearly defined and manageable. Each division has a director who reports directly to the Public Works Department Head.

#### 2.1 Administration

The Division of Administration consists of four distinct Sections. These are Facility Management, Municipal Garage, Business Administration, and Solid Waste. The functions performed by each of these Sections are summarized below.

#### 2.1.1 Facility Management

This Section maintains city buildings and provides custodial services to these buildings.

#### 2.1.2 Municipal Garage

This Section is responsible for maintaining city vehicles.

#### 2.1.3 Business Administration

This Section performs the business activities for the City, including billing for water and sewer customers.

#### 2.1.4 Solid Waste

This Section manages the solid waste program for the City, including the collection, hauling and disposal of solid wastes.

#### 2.2 **Operations**

The Division of Operations is composed of three major groups. These are Engineering, which includes obtaining all Rights of Way and managing Capital Projects, Transportation Management, which includes streets, bridges and drainage, and traffic, and Utility Management, which includes water and wastewater management.

#### 2.2.1 Engineering

The Engineering Group is responsible for obtaining easements and rights-of-way for all the various programs within the city. It also manages all capital projects by procuring outside consulting services, managing design consultants, and managing construction projects..

#### 2.2.2 Transportation Management

This group is responsible for maintaining the city streets, bridges and drainage, and traffic and traffic control devices

#### 2.2.3 Utility Management

The Utility Management Group is responsible for management, operation, and maintenance of all the City's water and wastewater facilities.

- <u>Water Treatment Plants</u>: This Section operates and maintains the City's two water treatment facilities.
- <u>Water Systems Operation</u>: This Section is responsible for the operation and maintenance of the City's water distribution system.
- Sewer System Maintenance: The purpose of the Sewer Maintenance Section is to maintain the city's wastewater collection and transportation system. Some of the activities generally associated with maintaining a sewer collection system, such as pump station maintenance, are performed through contractual services. The Sewer Maintenance Section is composed of a Superintendent, an office group and four field groups. Each field group is responsible for maintenance activities in a specified portion of the City.
  - <u>Office Group</u>: This group provides budgeting, payroll, secretarial and clerical support, data entry, and dispatch support on a twenty-four hour basis. There are ten (10) positions assigned to this group.
  - <u>Field Groups</u>: Each of the four field groups conducts operations and maintenance activities in an area of the City coinciding approximately with one Police precinct. A Field Supervisor oversees the activities of each Field Group. Each Field group is made up of two shifts of 8 hours each, but are also on call after hours and on weekends and holidays.
    - <u>Preventive Maintenance</u>: Each Preventive Maintenance Unit is responsible for responding to sanitary sewer overflow (SSO) and blockage calls with specialized cleaning trucks and other equipment. They also assess the condition of the city sewers and identify problems by inspecting, smoke testing, cleaning and televising sewer main lines and service connections. The group also is responsible for updating city maps that are one inch to two hundred foot scale. Each of the Preventive Maintenance units has an authorized staff of 10 employees.

 <u>Repairs:</u> Each Repairs Unit has 20 authorized positions. They install paid taps and City cleanouts, repair and replace service connections, main lines and manholes; repair cave ins; and raise manhole tops.

#### 2.3 Organizational Chart

An organizational chart for the Jackson Public Works Department is in the Sewer Overflow Response Plan, which was included as an appendix to the CD.

#### 2.4 Other Departments

The Public Works Department is supported by the efforts of the Building Permits and Inspection Department. The Permits and Inspection department is responsible for water and sewer service line inspections as they relate to the actual construction of permitted buildings.

#### 3.0 TECHNICAL TRAINING PROGRAM

Technical training addresses the requirements, materials, and conditions for proper operation and maintenance of the collection system. The City of Jackson does not presently have a formal program of technical training. All technical knowledge is learned by on-the-job experience. As a result of the CMOM requirements, a formal Technical Training Program is being implemented.

The Technical Training Program will provide courses to train employees to perform their duties safely, effectively, and efficiently. Some of these courses will be taught by City of Jackson personnel, while some are provided by outside organizations or vendors. An employee must receive training before performing some specified tasks. Records will be maintained to document the training and employee is required to take and has received.

#### 3.1 Technical Training Master Sheet

Technical training offerings proposed for employees of the Sewer Maintenance Division are shown in Appendix B-1. Training for treatment plant operators is provided by UWS-MS as a separate program. The Technical Training Master sheet shows at a glance all courses that are proposed. Courses include, but are not necessarily limited to, the following:

- Periodic training in implementing the Sewer Overflow Response Program (SORP) mandated by the CD. This training is being provided by the City of Jackson Wastewater Infrastructure Redevelopment Program Manager, WEI/AJA, LLC., Training is provided to maintenance employees in such tasks as estimating volumes, minimizing environmental impact, and reporting to MDEQ.
- Training materials from outside sources. Professional organizations, educational institutions, and government agencies provide training materials that the City can use to train employees. Materials include videos, interactive online courses, textbooks, and brochures. Some of the providers available include:
  - Water Environment Federation (WEF)
  - Office of Water Programs at California State University
  - U. S. Environmental Protection Agency (EPA)
  - Mississippi Department of Environmental Quality (MDEQ)
- Training from a primary vendor specializing in training. For example, Jackson State University's Department of Industrial Technology can develop training courses for new programs.
- Joint training with the contract operator of the City's wastewater treatment facilities and pump stations, United Water Services Mississippi LLC. UWS-MS presently conducts a formal training program for its employees. Many of the topics are applicable to the City's collection system personnel. The two entities save costs by sharing in training activities.

- Training from other vendors with expertise in specific topics. Training topics might include:
  - Materials of Construction and Design Considerations for Sewer Pipe.
  - Sewer Trench Backfill Materials and Compaction Requirements.
  - Trenching and Shoring
  - Collection System Operation and Maintenance
  - Biological Activity and Pathogens in Wastewater

Positions are listed in the Master Sheet by work group within the Utility Maintenance Division. Supervisory personnel with responsibility overseeing the Utility Maintenance Division are included. For each position, training programs are marked "R" for required, or "S" for applicable for some in the position. Recommended operator's certifications are marked "r." For each employee in a position, the appropriate training is included in the Employee Training Record as described in Section 3.4 below.

#### 3.2 Outside Training Opportunities

The Public Works Department encourages employee participation in professional organizations. These groups have regular meetings in which they offer training on a variety of topics. Groups include:

- Mississippi Water and Pollution Control Operators Association (MWPCOA), an organization of water and wastewater operators, keeps members abreast of changes in regulations. Each year, it provides training at regular meetings and short courses:
  - Three one-week short courses conducted by MDEQ personnel. Operator certification examinations are given at the conclusion of each Short Course. It is the goal of the City that all Crew Leaders, Field Supervisors, and the Sewer Maintenance Superintendent be required to attend the Class II-C Short Course.
  - Various one day Pollution Control Operators Day Training events conducted by MDEQ personnel and vendors..
  - <sup>D</sup> Six bimonthly meetings in each District, with training conducted by MSDH, MDEQ, or vendors.
  - Annual Conference in conjunction with the September Short Course.
- Mississippi Water Environment Association (MWEA), the state affiliate of the Water Environment Federation (WEF). is a professional, non-profit, technical and educational organization devoted to preservation and enhancement of the statewide water environment. Membership is composed of engineers, scientists, utility managers, plant operators, and others working in government, academia, industry, and private practice. Training opportunities include:
  - Four-day annual conference each June
  - Various one-day workshops

- Mississippi Rural Water Association (MsRWA) is the state's largest water and wastewater utility membership organization. It provides training sessions for operators, managers, bookkeepers and decision makers. Some of its training sessions include:
  - Four-day annual conference in March.
  - Three-day training in June and October
  - Two-day certification review courses prior to the examination in January, May, and August.
  - One-day training events at various times.
- <u>Mississippi Department of Environmental Quality (MDEQ)</u> issues certification for wastewater treatment and collection system operators, based on class of the systems. Jackson's collection system is Class II-C. The Treatment facilities are Class IV. MDEQ also conducts various workshops through the year. In addition, MDEQ staff provides trainers for many programs sponsored by the organizations listed above.

As discussed below, training provided by these organizations, as well as scheduled training provided by the City, is included in the calendar in Appendix D.

#### 3.3 Specific Task Requirements

Employees should receive appropriate training before performing some specific tasks and work assignments. The Technical Training Master Sheet in Appendix B-1 lists training that is required for individual positions. Training marked "R" is required, and "S" designates training that is applicable to some. In addition, "r" marks recommended training for operator certification. The City is currently evaluating the specific requirements for each position.

#### 3.4 Employee Training Record

The City does not currently maintain an organized system for recording personnel training. A new Employee Training Record has therefore been developed as part of the CMOM Training Program that documents the required and optional training for an individual employee. This document will be completed by the employee's supervisor. Required training topics will be taken from the Master Sheet if required for the employee's current job or for promotion. The required frequency for completing the course or a refresher is also noted. In addition, if the training is required before the employee undertakes a specific work assignment or task, that task is listed. The Employee Training Record integrates technical, skills, and safety training, as shown in Appendix C.

Optional training courses will be added to each Employee Training Record as the courses are taken. These courses may be offered by organizations, vendors, or state agencies.

MDEQ issues certification for four classes of wastewater operators and two classes of collection system operators. For initial certification, an applicant must meet certain educational and/or

experience requirements. Operators must renew their certificates every three years after completing a specified number of hours of continuing education. Generally, treatment plant operators must receive 36 hours of related continuing education within the three-year period, with at least 18 hours satisfied by attending MDEQ-sponsored training. Certified collection system operators must receive 18 hours of continuing education. There are exceptions for senior operators and for out of state residents.

Operator Certification is required for the operator of record of the treatment facilities. It is recommended that the Utilities Manager also obtain a Class IV Certificate. It is further recommended that all Crew Leaders, Field Supervisors, and the Sewer Maintenance Superintendent obtain a Class II-C Certificate.

The certification requirements for an employee's position are shown on his/her Training Record. In addition, the Record shows what certifications the employee has received. Approved continuing education credits are included in the employee's course listing.

In summary, the City is enhancing its staff Technical Training Program to incorporate additional training opportunities that will meet the CMOM objectives.

#### 4.0 SKILLS TRAINING PROGRAM

Skills training addresses the methods, procedures, and techniques required for proper operation and maintenance of the collection system. Subject matter will often overlap with technical training.

Currently, skills training is developed "on the job." There are currently no formal training activities provided to improve the skills of the employees within the City's wastewater system department. New courses to train employees to perform their duties safely and effectively have been compiled as part of the CMOM enhanced Training Program. Some of these courses are taught by City of Jackson personnel, while some are provided by outside organizations or vendors. An employee must receive training before performing some specified tasks. Records are kept to document the training and employee is required to take and has received.

#### 4.1 Skills Training Master Sheet

Proposed skills training courses are shown in Appendix B-2. The Skills Training Master Sheet shows all courses that are proposed. Courses may include:

- Employees' supervisors currently teach skills in daily on-the-job training. Examples of skills include:
  - Cleaning out main lines
  - Smoke testing
  - Installing Service taps
  - Repairing main lies

These skills are not necessarily included in the Master Sheet of training courses. However, they are included in each employee's Training Record as described in Section 4.4 below.

- Training from a primary vendor specializing in training. For example, Jackson State University's Department of Industrial Technology can develop training courses for new programs.
- Joint training with the contract operator of the City's wastewater treatment facilities and pump stations, United Water Services Mississippi LLC. UWS-MS presently conducts a formal training program for its employees. Many of the topics are applicable to the City's collection system personnel. The two entities will save costs by sharing in training activities.

- As discussed in the Technical Training section, professional organizations, educational institutions, and government agencies provide training materials that the City can use to provide skills training to employees. Materials include videos, interactive online courses, textbooks, and brochures. Some of the providers include:
  - Water Environment Federation (WEF)
  - Office of Water Programs at California State University
  - U. S. Environmental Protection Agency (EPA)
  - Mississippi Department of Environmental Quality (MDEQ)
- Training from other vendors. Training topics might include:
  - Backhoe/loader operations
  - Jet truck operations
  - Dump truck operations
  - Proper use of construction materials (couplings, pipe fittings, Etc.)
  - Trench shoring and safety
  - Backfill or asphalt placement and compaction

As described in the Technical Training section, positions are listed in the Master Sheet by work group within the Utility Maintenance Division, as well as for supervisory personnel with responsibility overseeing the Utility Maintenance Division. Training programs are marked "R" or "S." The appropriate training is included in the Employee Training Record as described below.

#### 4.2 Outside Training Opportunities

As discussed in the Technical Training section, nonprofit organizations provide training opportunities to employees. The groups listed below provide skills training:

- Mississippi Water and Pollution Control Operators Association (MWPCOA)
- Mississippi Water Environment Association (MWEA)
- Mississippi Rural Water Association (MsRWA)
- Mississippi/Alabama Section of the American Water Works Association (AWWA)
- Mississippi Department of Environmental Quality

#### 4.3 Specific Task Requirements

Employees should receive appropriate training before performing some specific tasks and work assignments. The Skills Training Master Sheet in Appendix B-2 lists training that is required for individual positions. Required training is marked "R," and "S" designates training that is applicable to some individuals in a classification. The City is currently evaluating the specific requirements for each position.

#### 4.4 Employee Training Record

As discussed above, the proposed Employee Training Record in Appendix C documents the required and optional training for an individual employee. Skills training is also included in each employee's Record.

#### 5.0 SAFETY TRAINING PROGRAM

Safety training is necessary to reduce injuries, minimize and avoid property damage, legal liability, illnesses, workers' compensation claims, and missed time from work. The Safety Training Program demonstrates to employees the importance of workplace safety and fosters a culture of safety in which employees encourage each other to maintain safe practices. As with the other training programs, mandating safety training courses helps employees to perform their duties safely and effectively.

#### 5.1 Safety Training Master Sheet

Safety training offerings for employees of the Sewer Maintenance Division are shown in Appendix B-3. The Safety Training Master Sheet shows all courses that will be offered.

The Sewer Maintenance Division provides general safety training by discussing a safety topic once a week. Safety topics are generally presented by a foreman or supervisors. Training presentations have been prepared by WEI/AJA, LLC for the use of City personnel. Examples of topics include:

- Confined Space Entry
- Lockout/Tagout
- Personal Protective Equipment
- Personal Sanitation

#### 5.2 Training from Vendors

Safety training is available from vendors with expertise in general and specific safety issues. Examples of topics include:

- Defensive Driving
- CPR Basics
- First Aid Basics
- Self-Contained Breathing Apparatus (SCBA)

Some local providers of training for utility construction safety are:

- National Utility Contractors Association
- Associated Builders and Contractors of Mississippi
- HASCATS, Inc.
- Professional Safety Services

General first aid and CPR instruction is available from:

- American Red Cross
- City of Jackson Fire Department
- Mississippi Manufacturers Association

Defensive driving courses or training is available through:

- MS Public Education
- Mississippi Safety Services
- Kingdom CDL Services
- Commercial Drivers Institute
- Save of Mississippi Inc.

General Equipment Safety Training may be obtained through a number of local equipment sales companies including:

- Deviney Equipment
- Puckett Machinery
- Equipment Inc.
- Heavyquip
- Stribling Equipment

Specialty equipment training may also be obtained through local sales representatives.

Other Sources of information and/or training include:

- Mississippi 811
- Entergy
- Atmos Energy
- Comcast
- AT&T

As described above, positions are listed in the Master Sheet by work group within the Utility Maintenance Division, as well as for supervisory personnel with responsibility overseeing the Utility Maintenance Division. Training programs are marked "R" or "S.". The appropriate training is included in the Employee Training Record as described below.

#### 5.3 Specific Task Requirements

Employees should receive appropriate training before performing some specific tasks and work assignments. The Safety Training Master Sheet in Appendix B-3 lists training that is required for individual positions. Training marked "R" is required, and "S" designates training that is applicable to some individuals in a classification. The City is currently evaluating the specific requirements for each position.

#### 5.4 Employee Training Record

As discussed above, the proposed Employee Training Record in Appendix C documents the required and optional training for an individual employee. Safety training is included in each employee's Record.

#### 6.0 CMOM TRAINING PROGRAMS IMPLEMENTATION

The Consent Decree requires that the Training Program include "a schedule for full implementation of the program not to exceed twelve (12) months after its approval by EPA."

#### 6.1 Training Coordinator

The Public Works Department currently does not have a staff member dedicated to coordinating training activities. However, it will add a Training Coordinator position to the Utility Management group in 2014. Duties of the training coordinator will include, but not necessarily be limited to:

- Implementing the CMOM Training Program
- Consulting with managers and supervisors to establish training standards for staff
- Developing and acquiring training materials
- Developing contracts with outside training providers
- Setting up training sessions
- Maintaining a calendar of training opportunities and communicating those opportunities to managers and supervisors
- Maintaining the training database
- Maintaining copies of individual training records
- Maintaining records of operator certification and required continuing education
- Conducting an annual review of the training program, including guidance documents and training materials, and making recommendations for improvement to the Director of Public Works or designee

#### 6.2 Program Implementation

The City of Jackson is currently reviewing job descriptions for each employee in the Public Works Department. Included in the review are such items as qualifications, duties, and continuing training. As a part of the review, it is anticipated that the training requirements for each employee will be determined. Upon completion of the review, the Employee Training Record for each employee will be developed.

Once the individual training needs for each employee are determined, the City will compile the training required across the board and will determine the entire curriculum to meet training needs for all personnel. The City and its program manager will review course offerings from media such as video or brochures, and from local vendors. The City will order media programs and contract

with vendors to provide the training required. Whenever possible, the City will endeavor to provide free training, such as from manufacturers' representatives.

Appendix D shows a schedule for implementing the Training Program. Dates for conferences and seminars that have been announced by nonprofit organizations are also included. When the elements described in this report are fully implemented, the City of Jackson will have a CMOM-compliant Training Program in effect.

Appendix A

# United Water Mississippi LLC Training Documents

# United Water Organization Development Review City of Jackson WWTP Operations

#### **Table of Contents**

Summary

**Consent Decree Requirements** 

**Organization Chart** 

Job Matrix

The purpose of this evaluation is to accomplish the following:

- Improve the efficiency of the plant operations
- Enhance career growth of the employees.
- Support the Mayor's initiative to train and hire Jackson citizens.
- Fulfill the requirements of the Consent Decree, Section 32.
- Provide the means for new and long term employees to grow their skills and be in
  position to move into higher skill level jobs as they become available. The program
  recognizes that all people are not the same and do not possess the abilities. In this
  process we will continue to provide educational and training resources to all that will
  participate.

The following is a synopsis of benefits to the City of Jackson pertaining to reorganizing the Jackson project staff:

- 1. Implement operations and maintenance cross training and allow for minor PM and CM completion from associates not formally responsible for such tasks. Job titles change from the typical "operator" and "maintenance" positions to "O&M Technicians".
- 2. Improve duties conformity across the shifts pertaining to operations and maintenance responsibilities.
- 3. Establishes specific prerequisites for wage increases, promotions, and career advancement.
- 4. Provides for more efficient daily responsibilities by staff due to having associates perform multiple tasks that previously required two or more associates to complete.
- 5. Aligns current staff to better reflect responsibilities compared with experience, knowledge, license level, and performance.
- 6. Provides for more redundancy of qualified personnel throughout multiple shifts.
- 7. Eliminates perceived division among associates; operators vs. maintenance mechanics.
- 8. The combined training logs and job summaries will comply with the intent of the Consent Decree training programs.
- 9. Cost impact is estimated to be under \$50K and spread over time. Pay adjustments will occur as new skills and certifications are acquired and jobs re-evaluated.

#### **Consent Decree Section 32**

Listed below are the Consent Decree Requirement and actions proposed and being taken by United Water to attain compliance

**32. Training Program.** Within twelve (12) months after the Date of Entry of this Consent Decree, the City shall submit to EPA for review and approval a Training Program, including a schedule for full implementation of the program not to exceed twelve (12) months after its approval by EPA. The Training Program shall include, at a minimum, the following:

(a) **Technical Training**. The technical training component shall include, at a minimum, the following:

 (i) employee technical training and refresher technical training requirements (curriculum) that ensure that each City employee has a level of knowledge, commensurate with duties, of the overall functions of the City's infrastructure (Plant Operation);

> UNITED WATER ACTIONS: Short Courses (MDEQ) to gain certification Onsite test prep prior to Short Courses Seminars and workshops for CEUs

(ii) a description of outside technical training and networking opportunities, such as conferences and seminars, that are made available to City employees;

UNITED WATER ACTIONS: Workshops and seminars provided by equipment vendors and suppliers

(iii) a description of the extent to which employee certification, at the State or at the City level, is required as a basis for obtaining or maintaining a position;

UNITED WATER ACTIONS: See WWTP O & M Job Matrix

(iv) records of technical training, including on-the job training, which shall be maintained in an information management system and shall describe the degree to which completed technical training and on-the-job training is tied to promotion and pay; and

UNITED WATER ACTIONS: See Organization Chart See License Roster (v) a description of the technical training required before an employee can undertake specific work assignments or tasks.

UNITED WATER ACTIONS: See WWTP O & M Job Matrix See equipment operator training requirement

(b) Skills Training. The skills training component shall include, at a minimum, the following:
(i) employee skills training and refresher skills training requirements(curriculum) that ensure that each City employee has a level of knowledge, commensurate with duties, of the specific equipment to be used and the procedures to be followed in carrying out duties;

UNITED WATER ACTIONS: See WWTP O & M Job Matrix See equipment operator training requirement

(ii) a description of outside skills training opportunities, such as manufacturers' training, that are made available to employees;

UNITED WATER ACTIONS: Workshops and seminars provided by equipment vendors and suppliers (chloronators, forklift,etc)

(iii) a description of the extent to which employee certification, at the State or at the City level, is required as a basis for obtaining or maintaining a position;

> UNITED WATER ACTIONS: See WWTP O & M Job Matrix See Organization chart

(iv) records of skills training, including on-the-job training, which shall be maintained in an information management system) and shall describe the degree to which completed skills training and on-the-job training is tied to promotion and pay; and

UNITED WATER ACTIONS: See WWTP O & M Job Matrix Training is tracked and reported on a monthly basis (v) a description of the skills and on-the job training required before an employee can undertake specific work assignments or tasks.

(c) **<u>Safety Training</u>**. The safety training component shall include, at a minimum, the following:

(i) employee safety training and refresher safety training requirements (curriculum) that ensure that each City employee has level of knowledge regarding on-the-job safety that is commensurate with the employee's equipment and work environment;

> UNITED WATER ACTIONS: Training is tracked and reported on a monthly basis

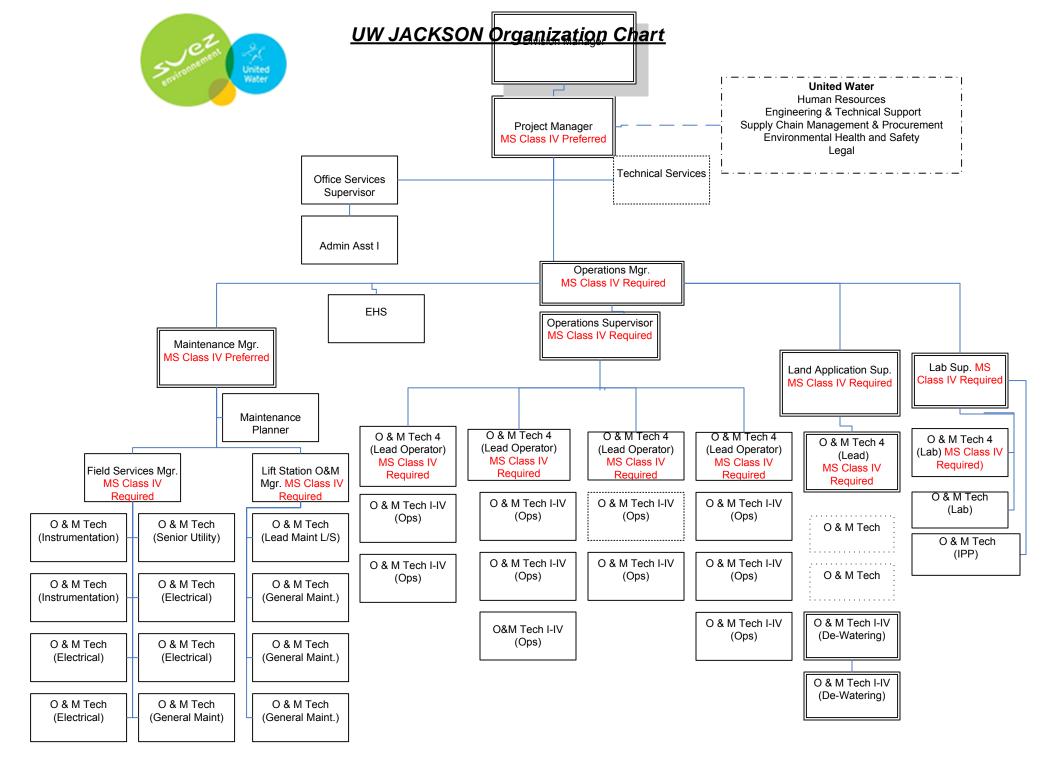
(ii) a description of the extent to which employee safety certification at the State or at the City level is required as a basis for obtaining or maintaining a position;

UNITED WATER ACTIONS: Training is tracked and reported on a monthly basis

(iii) records of safety training, including on-the-job training, which shall be maintained in an information management system and shall describe the degree to which completed safety training and on-the job training is tied to promotion and pay; and ...

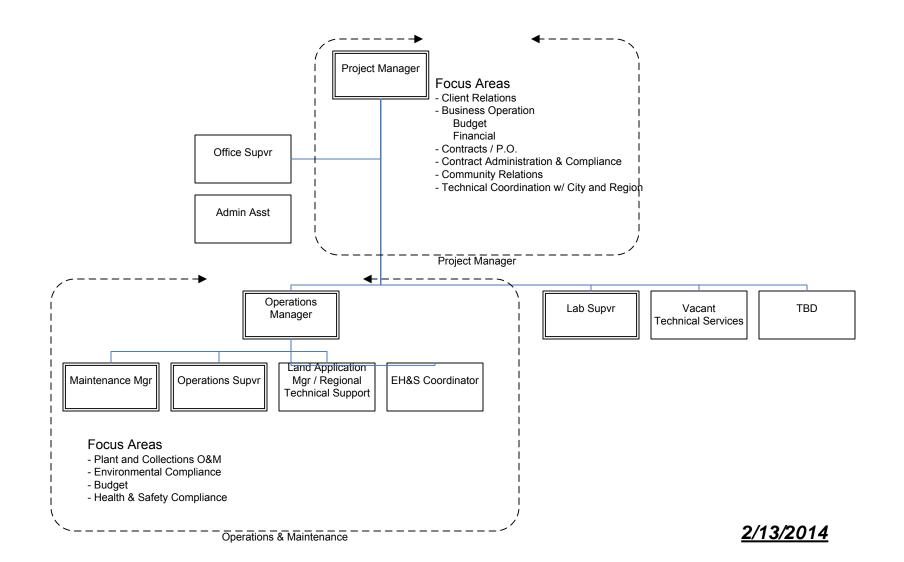
(iv) a description of the safety training required before an employee can undertake specific work assignments or tasks

UNITED WATER ACTIONS: Training is tracked and reported on a monthly basis



2/13/2014

#### **UW JACKSON Organization Chart**





Title	Description	Grade	FLSA	Wage -	- N75
O&M Technician I	• Less than 2 years experience in Water (WT) / Wastewater	10	NE		
Entry Level Position	(WWT) treatment industry				
	High school diploma or equivalent is required				
Job Code – NN7013	• Valid Driver's License (or ability to obtain) in state of residency				
	and the ability to meet risk management guidelines				
	<ul> <li>Must learn and comply with all industry, state and federal</li> </ul>				
	safety and compliance procedures				
	Ability to learn Main Control System, either manually or by				
	computer interface				
	Ability to learn and become familiar with a MMS and all     appropriate phases of work orders and data entry				
	<ul><li>appropriate phases of work orders and data entry</li><li>Ability to learn and operate hand tools</li></ul>				
	<ul> <li>Works a scheduled shift</li> </ul>				
	Certification required to progress     Performs, under direct supervision:				
	<ul> <li>A variety of basic operational and maintenance tasks relevant</li> </ul>				
	to maintaining safe and reliable operations of water and/or				
	wastewater treatment facilities and/or collection systems				
	ensuring operational compliance with state and federal				
	regulations.				
	Routine cleaning and general housekeeping duties in work and				
	plant areas as assigned, including but not limited to sweeping,				
	dusting, mopping, painting, cleaning of weirs, presses and				
	other process equipment and areas.				
	• Ability to understand and carry out written and/or verbal work				
	orders and assignments				
	• Ability to perform simple math calculations with the use of a				
	calculator				
	Ability to properly collect water quality samples, test and				
	maintain collection records				
	Actions are controlled by standard work procedures and under				
	direct supervision of others				
O&M Technician II	Min 2-4 years experience in WT / WWT industry while holding	12	NE		
Joh Codo NNIZO14	certification				
Job Code – NN7014	High school diploma or equivalent is required. Vocational or				
	Associate's Degree in a related field or completion of an				
	applicable Apprenticeship Program is preferred. Experience may be substituted for formal education.				
	<ul> <li>Valid Driver's License (or ability to obtain) in state of residency</li> </ul>				
	and the ability to meet risk management guidelines				
	<ul> <li>Must have thorough knowledge of and work in compliance</li> </ul>				
	with all industry, state and federal safety and compliance				
	procedures				
	Able to operate and monitor Main Control System, either				
	manually or by computer interface under supervision				
	Ability to learn and become familiar with a MMS and all				
	appropriate phases of work orders and data entry				
	<ul> <li>Ability to learn and operate hand tools</li> </ul>				
	Works a scheduled shift				



Title	Description	Grade	FLSA	Wage – N75
-	Clear II Montenanten contification (or chility to obtain within C			
O&M Technician II (Cont)	<ul> <li>Class II Wastewater certification (or ability to obtain within 6 months) required to operate, service, maintain and/or repair</li> </ul>			
	industrial equipment as found in treatment processes and/or			
	at the facility being operated and in compliance with state			
	environmental regulations			
	<ul> <li>Additional certification required to progress to next level</li> </ul>			
	Performs, with general supervision:			
	• A variety of operational and maintenance tasks relevant to			
	maintaining safe and reliable operations of water and/or			
	wastewater treatment facilities and/or collection systems			
	ensuring operational compliance with state and federal			
	regulations.			
	Routine cleaning and general housekeeping duties in work and			
	plant areas as assigned, including but not limited to sweeping,			
	dusting, mopping, painting, cleaning of weirs, presses and			
	other process equipment and areas.			
	Performs basic preventive and corrective maintenance			
	following LOTO procedures and assists in installation,			
	inspection and repair of process equipment			
	With assistance, lubricates, adjusts and maintains shop, field			
	and plant equipment, including inspection, cleaning, and			
	repairing of pumps, motors, valves, compressors, pipelines and			
	wet wells and various other process equipment			
	Ability to understand and carry out written and/or verbal work			
	orders and assignments			
	Ability to perform simple math and algebra calculations with			
	the use of a calculator			
	<ul> <li>With assistance, ability to adjust chemical feeds and processing</li> </ul>			
	equipment to maintain compliance			
	Knowledge of and ability to perform standard laboratory			
	sampling, testing and maintaining collection records			
	<ul> <li>May require CDL and the ability to learn and perform tasks as outlined in C&amp;D chart</li> </ul>			
	<ul> <li>Actions are controlled by the Plan of Operation and SOPs. Work</li> </ul>			
	is reviewed by a supervisor who is generally available			
O&M Technician III	<ul> <li>Min 4-7 years experience in WT / WWT industry while holding</li> </ul>	13	NE	
	certification	15		
Job Code – NN7015	<ul> <li>High school diploma or equivalent is required. Vocational or</li> </ul>			
	Associate's Degree in a related field or completion of an			
	applicable Apprenticeship Program is preferred. Experience			
	may be substituted for formal education.			
	Valid Driver's License (or ability to obtain) in state of residency			
	and the ability to meet risk management guidelines			
	Must have thorough knowledge of and work in compliance			
	with all industry, state and federal safety and compliance			
	procedures			
	• Competent knowledge with a MMS and all appropriate phases			
	of work orders and data entry			
	Ability to operate hand tools			



Title	Description	Grade	FLSA	Wage – N75
Г			[	
O&M Technician III (Cont)	Works a scheduled shift     Must hald Clear II on high an lovel a stification to support			
	Must hold Class II or higher level certification to operate,     service maintain and/or repair inductrial equipment as found			
	service, maintain and/or repair industrial equipment as found			
	in treatment processes and/or at the facility being operated and in compliance with state environmental regulations			
	<ul> <li>Additional certification required to progress to next level</li> </ul>			
	Performs, with minimal supervision:			
	A variety of operational and maintenance tasks relevant to			
	maintaining safe and reliable operations of water and/or			
	wastewater treatment facilities and/or collection systems			
	ensuring operational compliance with state and federal			
	regulations.			
	Basic knowledge of normal and abnormal process and			
	equipment conditions and capable of taking appropriate, safe			
	actions or reporting conditions to supervisor/manager.			
	Responsible for operating and monitoring Main Control			
	System, either manually or by computer interface			
	Routine cleaning and general housekeeping duties in work and     plant areas as peopled including but not limited to superior			
	plant areas as needed, including but not limited to sweeping,			
	dusting, mopping, painting, cleaning of weirs, presses and other process equipment and areas.			
	<ul> <li>Performs preventive, predictive and corrective maintenance</li> </ul>			
	following LOTO procedures and installs, inspects and repairs			
	process equipment			
	<ul> <li>Able to work independently and prioritize work activities</li> </ul>			
	<ul> <li>Able to read and understand blueprints (mechanical, structural</li> </ul>			
	and electrical)			
	<ul> <li>Knowledge of both power and control circuits and able to read</li> </ul>			
	electrical wiring and ladder schematics			
	<ul> <li>Lubricates, adjusts and maintains shop, field and plant</li> </ul>			
	equipment, including inspection, cleaning, repairing and			
	troubleshooting of pumps, motors, valves, compressors,			
	pipelines and wet wells and various other process equipment			
	• Ability to understand and carry out written and/or verbal work			
	orders and assignments			
	• Ability to perform math and algebra calculations with the use			
	of a calculator			
	• Ability to adjust chemical feeds and processing equipment to maintain compliance			
	<ul> <li>Ability to operate de-watering equipment and make necessary</li> </ul>			
	adjustments for optimum performance			
	<ul> <li>Knowledge of and ability to perform standard laboratory</li> </ul>			
	sampling, testing and maintaining collection records			
	<ul> <li>Trains and/or assists in the training of new or less experienced</li> </ul>			
	employees			
	<ul> <li>May require CDL and the ability to learn and perform tasks as</li> </ul>			
	outlined in C&D chart			
	• Actions are controlled by the Plan of Operation and SOPs. Work			
	is reviewed on a spot check basis by a supervisor who is			



Title	Description	Grade	FLSA	Wage – N75
	generally available			
	<ul> <li>Must comply with and may monitor the team and/or facility for</li> </ul>			
	compliance with safety and environmental regulations			
O&M Technician IV	<ul> <li>Min 7-10 years experience in WT / WWT industry while</li> </ul>	14	NE	
Field or Crew Leader	holding certification			
Senior Utility Technician	High school diploma or equivalent is required. Vocational or			
Lead Operator	Associate's Degree in a related field or completion of an			
	applicable Apprenticeship Program is needed. Experience may			
Job Code – NN7016	be substituted for formal education.			
	Valid Driver's License (or ability to obtain) in state of residency			
	and the ability to meet risk management guidelines			
	Must have thorough knowledge of and ensure compliance with			
	all industry, state and federal safety and compliance			
	procedures			
	• Expert knowledge with a MMS and all appropriate phases of			
	work orders and data entry			
	Ability to operate hand tools			
	Works a scheduled shift			
	Class IV (or ability to obtain within 6 months) level of     contribution required to ensure a service registration and (or			
	certification required to operate, service, maintain and/or			
	repair industrial equipment as found in treatment processes and/or at the facility being operated and in compliance with			
	state environmental regulations			
	Performs, with little or no supervision:			
	<ul> <li>A variety of operational and maintenance tasks relevant to</li> </ul>			
	maintaining safe and reliable operations of water and/or			
	wastewater treatment facilities and/or collection systems			
	ensuring operational compliance with state and federal			
	regulations.			
	Basic knowledge of normal and abnormal process and			
	equipment conditions and capable of taking appropriate, safe			
	actions.			
	Responsible for operating and monitoring Main Control			
	System, either manually or by computer interface			
	Ability to interpret service manuals and drawings and write			
	SOPs			
	Provides input during regular operations meetings into the			
	formulation of the plan of operations based upon daily process			
	characteristics and efficiencies.			
	<ul> <li>Routine cleaning and general housekeeping duties in work and plant every second displaying but not limited to supervise</li> </ul>			
	plant areas as needed, including but not limited to sweeping,			
	dusting, mopping, painting, cleaning of weirs, presses and other process equipment and areas.			
	<ul> <li>Performs preventive, predictive and corrective maintenance</li> </ul>			
	following LOTO procedures and installs, inspects and repairs			
	process equipment			
	<ul> <li>Able to work independently and prioritize work activities</li> </ul>			
	<ul> <li>Able to work independently and prioritize work detivities</li> <li>Able to read and understand blueprints (mechanical, structural</li> </ul>			
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#### MS O&M Matrix Effective September 2013



Title	Description	Grade	FLSA	Wage – N75
O&M Technician IV (Cont)	<ul> <li>Knowledge of both power and control circuits and able to read electrical wiring and ladder schematics</li> </ul>			
	<ul> <li>Lubricates, adjusts and maintains shop, field and plant equipment, including inspection, cleaning, repairing and</li> </ul>			
	troubleshooting of pumps, motors, valves, compressors, pipelines and wet wells and various other process equipment			
	<ul> <li>Ability to understand and carry out written and/or verbal work orders and assignments</li> </ul>			
	<ul> <li>Ability to perform math and algebra calculations with the use of a calculator</li> </ul>			
	<ul> <li>Ability to adjust chemical feeds and processing equipment to maintain compliance</li> </ul>			
	<ul> <li>Ability to operate de-watering equipment and make necessary adjustments for optimum performance</li> </ul>			
	<ul> <li>Knowledge of and ability to perform standard laboratory sampling, testing and maintaining collection records</li> </ul>			
	<ul> <li>Trains and/or assists in the training of new or less experienced employees</li> </ul>			
	<ul> <li>May require CDL and the ability to learn and perform tasks as outlined in C&amp;D chart</li> </ul>			
	<ul> <li>Actions are controlled by the Plan of Operation and SOPs. Work is reviewed on a spot check basis by a supervisor who is generally available</li> </ul>			
	<ul> <li>Must comply with and monitor the team and/or facility for compliance with safety and environmental regulations</li> </ul>			
	<ul> <li>Responsible for all aspects of performance management of the team with the ability to supervise, train and direct team members</li> </ul>			
	<ul> <li>Ability to independently diagnose and troubleshoot and provide solutions</li> </ul>			
	<ul> <li>Must be capable of being assigned in responsible charge of the facility with an ability to react to unplanned events</li> </ul>			
	<ul><li>Works a scheduled shift</li><li>Not responsible for client relations</li></ul>			



Department Supervisor or Manager and Project Manager

Employee No.:

\_\_\_\_\_

Employee Sig

		Employee Si	qn:		Supervisor Sign:		Date:		
Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Aerial Lift Operations Training		Х	Will you be required to use a company/client owned or rented aerial lift? Aerial lifts are vehicle- mounted devices, telescoping or articulating, or both, which are used to position personnel (extendible boom platforms), aerial ladders, articulating boom platforms, and vertical towers	3 yrs		Y	Outside Vendor/Supervisor
	EHS	Asbestos Awareness		X	Does your work involve or may involve the removal or handling of asbestos-containing materials or asbestos waste, or will you be required to work in areas where asbestos has been identified or is being handled?	1 yr			Outside Vendor/Pure Safety
	EHS	Asbestos Competent Person		X	Will your work require cutting, welding, grinding of Friable Asbestos Material (including working on or supervising repair/replacement of Asbestos Cement Pipe)	2 yrs			Outside Vendor
	H&S	Basic Rigging		X	<b>Does your Work Require any type of Rigging?</b> This training is intended for employees who perform basic rigging activities, such as using chain-falls, mechanical or electric hoists. Employees working with heavy lifts will require additional training.	3 yrs		Y	Outside Vendor/Supervisor/Pure Safety
	H&S	Bloodborne Pathogen Training		Х	<b>Do you work where there is <u>reasonable</u> anticipation of a needle stick injuryORare you "designated" for rendering 1<sup>st</sup> aid assistance at work? This training is required for designated 1st aid responders and other similar job categories (confined space rescue personnel). It is NOT required just because an employee may come in contact with raw sewage or wastewater.</b>	1 yr			Supervisor, Pure Safety
	H&S	Chemical Hygiene Plan Training		Х	Will you work in a laboratory that performs any type of chemical, biological, or physical testing that involves the use of chemicals? Required for any employee who works in a laboratory where physical, biological, or chemical analysis is performed with the use of chemicals	1 yr		Y	Outside Vendor/ Supervisor
	Env.	Clean-Up Small Spills		X	Will your work require you to clean small chemical spills? Not required for office based personnel.	3 yrs			Outside Vendor/ Supervisor, Pure Safety
	H&S	Confined Space – Authorized Entrant, Attendant / Supervisor		Х	Will you be performing duties for Authorized Entrant, Attendant, or Supervisor for permit- space entries? <u>Note:</u> Hands-on site training, including a mock permit space entry with non-entry rescuer and review of all related PPE and equipment is required.	1 yr		Y	Outside Vendor/ Supervisor, Pure Safety for class room part
	H&S	Confined Space –Rescue		Х	Will you be assigned as a designated rescuer for permit-required confined spaces? Required for entry rescue personnel only.	1 yr		Y	Outside Vendor
		Contractor Safety	Х		Will you be supervising and/or coordinating sub-contractor activities for United Water and/or the Client? This training is required for all Project Managers & Supervisors who manage sub-contactors for United Water.	3 yrs			Supervisor, H&S Manager
	H&S	CPR Training	X		Will you be expected to provide CPR as a requirement of your job duties (including Confined Space Rescue or Emergency Response)? Required by employee who is designated for rendering CPR as part of their job duties (where the travel time from a local EMS system is > 3-4 minutes in life threatening situations or > 15 minutes in non-life threatening situations).			Y	Outside Vendor , National Safety Council

#### TNA Worksheet UWES - Department Supervisor-Manager and Project Manager

Sr. So Io. E	_	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
H&	S Def	fensive Driving - 4 Hrs	Х		Have you been assigned a company vehicle to drive on a full-time basis Or is driving a primary job function per your job description?	3 yrs			National Safety Council / Outside Vendors
H&	S Def	fensive Driving Awareness	Х		Will you be authorized to drive a company owned or leased vehicle OR required to drive your personal or a rental vehicle while on company business (includes running errands pertaining to company business)?	3 Yrs.			Supervisor/Outside Vendor, Pure Safety
H&:	S Do	g Attack Prevention			Will you be accessing residential/customer properties? This training is for staff accessing private property to conduct tasks such as reading water meters or sampling distribution systems.	3 yrs			Outside vendor
En		)T-Level 1 Shipper (US) – G (Canada)		Х	Will you be shipping hazardous material via courier, over the road, etc. Sample would be considered Hazardous material if their pH is $\leq 2$ or $\geq$ or are listed as Hazardous material by DOT.	3 yrs			Outside Vendor/ Supervisor
H&		ectrical Hazards / PA 70 E		Х	Will you be required to work on energized electrical circuits (above 50 volts)? This training is required for any employee who is authorized to perform work (above 50 volts) on energized electrical circuits or equipment. Follows Best Management Practices in the NFPA -70E Standard.	3 yrs		Y	Outside Vendor, Pure Safety for theoretical part.
EH	S Em	nergency Action Plan	Х		Will you have a role in your facility's Emergency Action Plan? All personnel working on/in a project or office that has an Emergency Action Plan and/or Emergency Response Plan is require to complete this training. <u>Note:</u> This training must include a documented review of the site/facility-specific Emergency Action Plan and/or Emergency Response Plan, including emergency notification and evacuation procedures.	1 yr		Y	Supervisor /Outside vendor, Pure Safety + requires review of site specific Emergency Plans.
Env	Tra	vironmental Awareness aining - General (22 minutes reSafety)		X	This training is required for all new/transferred employees. It covers general awareness level training related to environmental matters.	One time			Pure Safety
En	Tra	vironmental Awareness aining (O & M) (All 4 reSafety Modules)	Х		This training is required for all new/transferred employees as well as all operations personnel who's work may have an impact on the environment. Employee completing this training do not need to complete General Environmental Awareness Training.	One time			Pure Safety
EH	Ori	vironmental Services EH&S ientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES? If yes, this training is required.	One Time			Supervisor, Pure Safety
H&3		cavation & Trenching Safety aining - General		X	<b>Do you work at a jobsite where you must interface with others performing excavation work?</b> This includes work in or around trenching or excavation work that United Water perform, or if we interface with city/sub-contractor performing excavation work.	2 yrs			Outside Vendor, Pure Safety
H&		cavation Safety - Competent rson		X	Will you be designated a "Competent Person" for excavation? A "Competent Person" as defined by OSHA is the one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them".	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
EH		cility-Specific EH&S ientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES assigned to a project? If yes, this training is required. This training includes face-to-face review of new employee safety orientation packet (including incident reporting, review of Environmental Charter, site specific EH&S plans and emergency response plan.	One Time		Y	Supervisor, H&S Manager
H&		Il Protection Safety - mpetent Person			Will you be designated a "Competent Person" for fall protection systems? "Competent Person", as defined by OSHA, is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate these hazards.	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
H&		II Protection/Fall Prevention - /areness		Х	Will you be using fall protection systems? This training is required for employees who are not designated competent person but may require to use fall protection system occasionally.	2 yrs			Outside vendor, Pure Safety for theoretical part only.
Env		MA Incident Command stem, Levels 100/200/700			Does our contract, client, or specific law require you to complete National Incident Management System training on the Incident Command System?	One time			FEMA Outside Vendor, Internet-based

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Fire Extinguisher	Х		Training is required for any employee who is/may be expected to use a portable fire extinguisher. It is also required for any employee who is assigned to inspect fire extinguishers monthly.	1 yr			ES Instructor / Outside Vendor / Pure Safety
	H&S	Fire Prevention Plan	X		<b>Does your site have a Fire Prevention Plan?</b> All personnel working on project or office that has a fire protection plan require this training. Training completed thru PureSafety must be supplemented with review of site specific fire protection plan.	1 yr		Y	Supervisor
	H&S	First-Aid	X		Will you be required to provide first aid as a requirement of your job duties (including Confined Space Rescue or Emergency Response)? Required for employee who is designated as responsible for rendering first aid as part of their job duties (where the travel time from a local EMS is > 3-4 minutes in life threatening situations or >15 minutes in non-life threatening situations).				Outside Vendor / National Safety Counsel
	H&S	Hand & Power Tools		X	<b>Does your work require the use of powered hand tools?</b> This training is required for employees who routinely use powered tools such as drills, grinders, saws, etc.	3 yrs			Supervisor / Pure Safety
	H&S	Hazard Communication	X		Will you be working with or near Hazardous Chemicals? Mandatory for all employee who have a potential of exposure to Hazardous chemicals and/or work at a facility where hazardous chemicals are used/stored. <u>Note:</u> Training includes a documented review of the site-specific hazardous chemical inventory, locations of MSDS books and where chemicals are used/stored and overview of MSDS for chemicals routinely used.	1 yr		Y	Supervisor / Pure Safety
		HAZWOPER - 1st Responder Awareness Level		Х	Will you be required or expected to notify a supervisor if you witness or discover an uncontrolled release/spill of a hazardous substance? Recommended for all Operations and Maintenance employees.	1 yr		Y	Supervisor / H&S Manager
	H&S	HAZWOPER - 1st Responder Operations Level		X	Will you be required to respond to an uncontrolled release of a hazardous substance in a defensive fashion only; without actually trying to stop the release?	3 yr		Y	Outside Vendor / H&S Manager
	H&S	Hazwoper 40-Hr Site Worker		Х	Will you work (or are authorized to work) on a HAZWOPER Site?	One Time			Outside Vendor / H&S Manager
	H&S	Hazwoper 8-Hr Refresher		X	Will you work (or are authorized to work) on a HAZWOPER site and have previously had HAZWOPER 40-Hour Training (mandatory for both employees as well as supervisors working on HAZWOPER site)?	1 yr			ES Instructor / H&S Manager
	H&S	Hazwoper 8-Hr Supervisor		Х	Will you be supervising employees or directing work on a HAZWOPER site?	One time			ES Instructor / H&S Manager
	H&S	Hearing Conservation - Awareness		X	Will you be assigned, or have the potential to be assigned, to a work area designated as "Hearing Protection Required"? This training is only required for employees who work in areas where measured noise levels exceed 85 decibels on an 8-hr time weighted average. It is not required when voluntary use of hearing protection is worn for nuisance noise or comfort.	2 yrs			Supervisor / Pure Safety (Part 7- 10 of PPE training)
	H&S	Heavy Equipment-Specific Training		Х	Will you be required to operate any piece of heavy equipment (skid-steer, Bobcat, earth- moving equipment, crane trucks, street sweepers, backhoes/frontend loaders)?	3 Yrs		Y	Supervisor / Outside Vendor
	H&S	Hot Work Safety		Х	Will you be required to perform Hot Work (welding, brazing, soldering, torch-cutting, grinding operations) using any of the following methods? Oxygen/Fuel-Gas Cutting, Arc Welding, Resistance Welding; required for any employee authorized to use welding, cutting, or brazing equipment on a jobsite.	3 yrs		Y	Supervisor/ H&S Manager / Outside Vendor
	H&S	Job Hazard Analysis / Safe Work Plan	Х		Will you be working in the field or at a project/plan/facility? Mandatory training for anyone working in the field or on a project.	2 yrs			Supervisor / H&S Manager / Pure Safety

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	Env.	Lab QA/QC		X	Will you be working in a Laboratory for United Water where regulatory analysis are performed ? Review of Lab QA/QC Manual is required.	3 Yrs			Supervisor / H&S Manager
	H&S	Ladder Safety	Х		<b>Does your work involve use of portable or permanent ladders?</b> This training is intended for field based personnel and is not required for office-based personnel who have occasional need for using ladders.	2 yrs			Supervisor / H&S Manager / Pure Safety
		Lockout/Tagout – "Affected" Employee Training			Will you be working with or around any machines or equipment that may need to be locked or tagged out? This training is required for all employees who may operate equipment on which servicing or maintenance can be performed under lockout/tagout OR if they can be in an area where such servicing or maintenance may be performed.	1 yr		Y	Supervisor / H&S Manager / Pure Safety
		Lockout/Tagout – "Authorized" Employee Training		X	Will you be required to Lock or Tag out equipment as an authorized person? This training is required when an employee is authorized to lock/tagout equipment on which (s)he or other people may work or come in contact with.	1 yr		Y	Supervisor / H&S Manager / Pure Safety (for class room part)
	H&S	Machine Guarding			Does your work involve working with or near machines that require guarding? Not required for office-based personnel.	2 yrs			Supervisor / Pure Safety
I	H&S	Office Ergonomics		X	Will you be working at a computer work station for 4 hours or more during a typical day?	2 yrs			Supervisor / Pure Safety
	Env.	On-Site Compliance Document	Х		This training is required for all operational personnel at a project that has an on-site compliance document. It includes a review of regulatory compliance.	3 yrs		Y	Supervisor. Require review of site specific OCD.
I		OSHA 10-Hr Construction Safety –Construction Safety Training Systems (Canada)			Will you be required to work on construction related tasks as part of your routine duties (e.g. excavation/ trenching/scaffolding/ work at elevation etc.? Required by any employee who self-performs, or supervises, construction-related tasks as part of the routine job assignments. Examples include trench & excavation safety, materials handling; fall protection & prevention, work with scaffolding, heavy equipment operations etc. Also may be required by certain states for employees who are working on a construction site due to a plant upgrade project.	One time		Y	Outside Vendor / Pure Safety
	H&S	Overhead Crane/Hoist Training			Will you be required to operate and/or maintain an overhead crane or hoist? This training is required by any employee whose work involves the use and operation of an overhead crane or hoist, either truck-mounted or fixed-facility.	2 yrs		Y	Supervisor / Outside vendor
	H&S	Personal Protective Equipment	Х		Will you be required to use various types of Personal Protective Equipment in performing your assigned tasks?	2 yrs		Y	Supervisor / H&S Manager / Pure Safety (PPE 10 parts)
I		Powered Industrial Truck (including Forklift) Training			Will you be required to operate a Powered Industrial Truck (forklift, powered pallet jack, utility cart)? A Powered Industrial Truck is power-propelled truck used to carry, push, pull, lift, stack or tier materials e.g. forklifts, pallet trucks, rider trucks, fork trucks, or lift trucks. Does not apply to earth moving equipment. Any training completed thru PureSafety must be supplemented with a field demonstration of skills (road test with the equipment to be operated) and documented.	3 Yrs		Y	Outside Vendor / H&S Manager / Pure Safety (for classroom part only)
		PPE - Respiratory Protection Awareness (Voluntary Use Training)		x	Will you voluntarily choose to wear a respirator even if the exposure to the hazard substance is below regulatory Permissible Limits. For workers who use their own or UW provided respirator for voluntary use, review of Appendix D of 29 CFR 1910.134 is required.	1 yr			Supervisor / H&S Manager / Pure Safety (part 8 of PPE module)
	H&S	Preventing Back Injuries	Х		Will your work require you to lift material more than 25 lbs?	2 yrs			Supervisor / Pure Safety
		Preventing Trip Slip & Falls	Х		Will you be walking in areas with potential slip and trip hazards?	2 yrs			Supervisor / Pure Safety
		Process Safety Management (PSM) Training			<b>Do you work at a facility covered by the OSHA Process Safety Management (PSM) Standard?</b> This training is required by any employee working at a jobsite where OSHA's Process Safety Management (PSM) Standard (29 CFR 1910.119) applies. (e.g. stores > 1,500 lbs of chlorine gas in any one locationorstores >10,000 lbs of anhydrous ammonia). see Appendix A of 29 CFR 1910.119	3 yrs		Y	Outside Vendor / H&S Manager
	H&S	Respirator Fit Test		X	<b>Does your job require you to wear a respirator, including a N95 or N99 dust mask?</b> This is not required for employees who voluntary use respirators when they are not required.	1 yr		Y	Outside Vendor

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
		Respiratory Protection Training		X	Are you required to perform tasks that require the use of respiratory protection? This training is required by any employee required to wear a positive or negative pressure air-supplying/purifying respirator, Escape Breathing Apparatus, half-face or full-face cartridge respirator, or dust mask (N95 or N99). Not required for voluntary use of respirators.	1 yr		Y	Outside Vendor/ H&S Manager
	Env.	Sample Collection & Chain of Custody		Х	Are you responsible for collecting and/or transporting compliance samples.	2 Yrs		Y	Supervisor / Env Manager
	H&S	Scaffolding Safety		Х	Will you use or work on scaffolding? This is general awareness training and is required for any employee who must use scaffolding as a walking/working surface.	2 yrs			Supervisor / ES Instructor
	H&S	Scaffolding Safety - Competent Person		X	Will you be designated a "Competent Person" for scaffolding? "Competent Person" as defined in 29 CFR 1926.450(b) means "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them"	5 Yrs			Outside Vendor
	Env.	Spill Prevention, Control, and Counter-measure (SPCC)		X	Will you be working on a site where SPCC regulations apply? This applies if the facility has petroleum products storage of more than 1320 gallons above ground or 10,000 UST capacity underground.	1 yr		Y	Supervisor / ES Instructor
		Storm-Water Pollution Prevention Plan		X	This training is required by all operations personnel at a site that has a storm-water pollution prevention permit.	1 yr		Y	Supervisor / ES Instructor
	Env.	Universal/Non-Hazardous Waste Management	Х		Will you be handling & Managing Universal/Non-Hazardous Waste? This applies to all Project Managers and any employees who's responsibilities include handling Universal /Non-Hazardous waste	1 yr		Y	Supervisor / H&S Manager
	Env.	Used Oil/ Waste Oil	Х		Will you be handling & Managing Used/Waste Oil?	1 yr		Y	Supervisor / Env Manager
	H&S	Work Zone Safety - Flagger		X	Will you be expected to perform Flagger duties during work zone activities?	2 yrs			Outside Vendor
	H&S	Work Zone Safety - General		X	Will you be working in, on, or next to vehicular traffic? This is also required for employees that must walk in or next to roadways when accessing collection or distribution system components.	2 yrs			ES Instructor / Outside Vendor
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Administration

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Employee No.: \_\_\_\_\_

Employee Sign:

Supervisor Sign:

Sr. No.	S or E	Training Topic	Require	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Aerial Lift Operations Training	×	Will you be required to use a company/client owned or rented aerial lift? Aerial lifts are vehicle- mounted devices, telescoping or articulating, or both, which are used to position personnel (extendible boom platforms), aerial ladders, articulating boom platforms, and vertical towers	3 yrs		Y	Outside Vendor/Supervisor
	EHS	Asbestos Awareness	X	Does your work involve or may involve the removal or handling of asbestos-containing materials or asbestos waste, or will you be required to work in areas where asbestos has been identified or is being handled?	1 yr			Outside Vendor/Pure Safety
	EHS	Asbestos Competent Person	X	Will your work require cutting, welding, grinding of Friable Asbestos Material (including working on or supervising repair/replacement of Asbestos Cement Pipe)	2 yrs			Outside Vendor
	H&S	Basic Rigging	X	<b>Does your Work Require any type of Rigging?</b> This training is intended for employees who perform basic rigging activities, such as using chain-falls, mechanical or electric hoists. Employees working with heavy lifts will require additional training.	3 yrs		Y	Outside Vendor/Supervisor/Pure Safety
	H&S	Bloodborne Pathogen Training	X	<b>Do you work where there is </b> <u>reasonable</u> anticipation of a needle stick injuryORare you "designated" for rendering 1 <sup>st</sup> aid assistance at work? This training is required for designated 1st aid responders and other similar job categories (confined space rescue personnel). It is NOT required just because an employee may come in contact with raw sewage or wastewater.	1 yr			Supervisor, Pure Safety
	H&S	Chemical Hygiene Plan Training	×	Will you work in a laboratory that performs any type of chemical, biological, or physical testing that involves the use of chemicals? Required for any employee who works in a laboratory where physical, biological, or chemical analysis is performed with the use of chemicals	1 yr		Y	Outside Vendor/ Supervisor
	Env.	Clean-Up Small Spills	X	Will your work require you to clean small chemical spills? Not required for office based personnel.	3 yrs			Outside Vendor/ Supervisor, Pure Safety
	H&S	Confined Space – Authorized Entrant, Attendant / Supervisor	X	Will you be performing duties for Authorized Entrant, Attendant, or Supervisor for permit- space entries? <u>Note:</u> Hands-on site training, including a mock permit space entry with non-entry rescuer and review of all related PPE and equipment is required.	1 yr		Y	Outside Vendor/ Supervisor, Pure Safety for class room part
	H&S	Confined Space –Rescue	X	Will you be assigned as a designated rescuer for permit-required confined spaces? Required for entry rescue personnel only.	1 yr		Y	Outside Vendor
	EHS	Contractor Safety	X	Will you be supervising and/or coordinating sub-contractor activities for United Water and/or the Client? This training is required for all Project Managers & Supervisors who manage sub-contactors for United Water.	3 yrs			Supervisor, H&S Manager
	H&S	CPR Training	X	Will you be expected to provide CPR as a requirement of your job duties (including Confined Space Rescue or Emergency Response)? Required by employee who is designated for rendering CPR as part of their job duties (where the travel time from a local EMS system is > 3-4 minutes in life threatening situations or > 15 minutes in non-life threatening situations).			Y	Outside Vendor , National Safety Council

Date: \_\_\_\_\_

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	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
H	&S	Defensive Driving - 4 Hrs			Have you been assigned a company vehicle to drive on a full-time basis Or is driving a primary job function per your job description?	3 yrs		· · ·	National Safety Council / Outside Vendors
H	&S	Defensive Driving Awareness	Х		Will you be authorized to drive a company owned or leased vehicle OR required to drive your personal or a rental vehicle while on company business (includes running errands pertaining to company business)?	3 Yrs.			Supervisor/Outside Vendor, Pure Safety
H	&S	Dog Attack Prevention			Will you be accessing residential/customer properties? This training is for staff accessing private property to conduct tasks such as reading water meters or sampling distribution systems.	3 yrs			Outside vendor
Eı		DOT-Level 1 Shipper (US) – TDG (Canada)			Will you be shipping hazardous material via courier, over the road, etc. Sample would be considered Hazardous material if their pH is $\leq 2$ or $\geq$ or are listed as Hazardous material by DOT.	3 yrs			Outside Vendor/ Supervisor
H		Electrical Hazards / NFPA 70 E			Will you be required to work on energized electrical circuits (above 50 volts)? This training is required for any employee who is authorized to perform work (above 50 volts) on energized electrical circuits or equipment. Follows Best Management Practices in the NFPA -70E Standard.	3 yrs		Y	Outside Vendor, Pure Safety for theoretical part.
EI	HS	Emergency Action Plan	Х		Will you have a role in your facility's Emergency Action Plan? All personnel working on/in a project or office that has an Emergency Action Plan and/or Emergency Response Plan is require to complete this training. <u>Note:</u> This training must include a documented review of the site/facility-specific Emergency Action Plan and/or Emergency Response Plan, including emergency notification and evacuation procedures.	1 yr		Y	Supervisor /Outside vendor, Pure Safety + requires review of site specific Emergency Plans.
Eı		Environmental Awareness Training - General (22 minutes PureSafety)	Х		This training is required for all new/transferred employees. It covers general awareness level training related to environmental matters.	One time			Pure Safety
Eı		Environmental Awareness Training (O & M) (All 4 PureSafety Modules)			This training is required for all new/transferred employees as well as all operations personnel who's work may have an impact on the environment. Employee completing this training do not need to complete General Environmental Awareness Training.	One time			Pure Safety
		Environmental Services EH&S Orientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES? If yes, this training is required.	One Time			Supervisor, Pure Safety
H		Excavation & Trenching Safety Training - General			<b>Do you work at a jobsite where you must interface with others performing excavation work?</b> This includes work in or around trenching or excavation work that United Water perform, or if we interface with city/sub-contractor performing excavation work.	2 yrs			Outside Vendor, Pure Safety
H		Excavation Safety - Competent Person			Will you be designated a "Competent Person" for excavation? A "Competent Person" as defined by OSHA is the one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them".	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
EI		Facility-Specific EH&S Orientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES assigned to a project? If yes, this training is required. This training includes face-to-face review of new employee safety orientation packet (including incident reporting, review of Environmental Charter, site specific EH&S plans and emergency response plan.	One Time		Y	Supervisor, H&S Manager
H		Fall Protection Safety - Competent Person		Х	Will you be designated a "Competent Person" for fall protection systems? "Competent Person", as defined by OSHA, is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate these hazards.	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
H		Fall Protection/Fall Prevention - Awareness			Will you be using fall protection systems? This training is required for employees who are not designated competent person but may require to use fall protection system occasionally.	2 yrs			Outside vendor, Pure Safety for theoretical part only.
Eı		FEMA Incident Command System, Levels 100/200/700			Does our contract, client, or specific law require you to complete National Incident Management System training on the Incident Command System?	One time			FEMA Outside Vendor, Internet-based

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Fire Extinguisher	X		Training is required for any employee who is/may be expected to use a portable fire extinguisher. It is also required for any employee who is assigned to inspect fire extinguishers monthly.	1 yr			ES Instructor / Outside Vendor / Pure Safety
	H&S	Fire Prevention Plan	X		<b>Does your site have a Fire Prevention Plan?</b> All personnel working on project or office that has a fire protection plan require this training. Training completed thru PureSafety must be supplemented with review of site specific fire protection plan.	1 yr		Y	Supervisor
	H&S	First-Aid	X		Will you be required to provide first aid as a requirement of your job duties (including Confined Space Rescue or Emergency Response)? Required for employee who is designated as responsible for rendering first aid as part of their job duties (where the travel time from a local EMS is > 3-4 minutes in life threatening situations or >15 minutes in non-life threatening situations).				Outside Vendor / National Safety Counsel
	H&S	Hand & Power Tools		X	<b>Does your work require the use of powered hand tools?</b> This training is required for employees who routinely use powered tools such as drills, grinders, saws, etc.	3 yrs			Supervisor / Pure Safety
	H&S	Hazard Communication	X		Will you be working with or near Hazardous Chemicals? Mandatory for all employee who have a potential of exposure to Hazardous chemicals and/or work at a facility where hazardous chemicals are used/stored. <u>Note:</u> Training includes a documented review of the site-specific hazardous chemical inventory, locations of MSDS books and where chemicals are used/stored and overview of MSDS for chemicals routinely used.	1 yr		Y	Supervisor / Pure Safety
		HAZWOPER - 1st Responder Awareness Level		Х	Will you be required or expected to notify a supervisor if you witness or discover an uncontrolled release/spill of a hazardous substance? Recommended for all Operations and Maintenance employees.	1 yr		Y	Supervisor / H&S Manager
	H&S	HAZWOPER - 1st Responder Operations Level		X	Will you be required to respond to an uncontrolled release of a hazardous substance in a defensive fashion only; without actually trying to stop the release?	3 yr		Y	Outside Vendor / H&S Manager
	H&S	Hazwoper 40-Hr Site Worker		Х	Will you work (or are authorized to work) on a HAZWOPER Site?	One Time			Outside Vendor / H&S Manager
	H&S	Hazwoper 8-Hr Refresher		X	Will you work (or are authorized to work) on a HAZWOPER site and have previously had HAZWOPER 40-Hour Training (mandatory for both employees as well as supervisors working on HAZWOPER site)?	1 yr			ES Instructor / H&S Manager
	H&S	Hazwoper 8-Hr Supervisor		Х	Will you be supervising employees or directing work on a HAZWOPER site?	One time			ES Instructor / H&S Manager
	H&S	Hearing Conservation - Awareness		X	Will you be assigned, or have the potential to be assigned, to a work area designated as "Hearing Protection Required"? This training is only required for employees who work in areas where measured noise levels exceed 85 decibels on an 8-hr time weighted average. It is not required when voluntary use of hearing protection is worn for nuisance noise or comfort.	2 yrs			Supervisor / Pure Safety (Part 7- 10 of PPE training)
	H&S	Heavy Equipment-Specific Training		Х	Will you be required to operate any piece of heavy equipment (skid-steer, Bobcat, earth- moving equipment, crane trucks, street sweepers, backhoes/frontend loaders)?	3 Yrs		Y	Supervisor / Outside Vendor
	H&S	Hot Work Safety		Х	Will you be required to perform Hot Work (welding, brazing, soldering, torch-cutting, grinding operations) using any of the following methods? Oxygen/Fuel-Gas Cutting, Arc Welding, Resistance Welding; required for any employee authorized to use welding, cutting, or brazing equipment on a jobsite.	3 yrs		Y	Supervisor/ H&S Manager / Outside Vendor
	H&S	Job Hazard Analysis / Safe Work Plan		X	Will you be working in the field or at a project/plan/facility? Mandatory training for anyone working in the field or on a project.	2 yrs			Supervisor / H&S Manager / Pure Safety

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
- I	Env.	Lab QA/QC		X	Will you be working in a Laboratory for United Water where regulatory analysis are performed ? Review of Lab QA/QC Manual is required.	3 Yrs		· ·	Supervisor / H&S Manager
I	H&S	Ladder Safety			<b>Does your work involve use of portable or permanent ladders?</b> This training is intended for field based personnel and is not required for office-based personnel who have occasional need for using ladders.	2 yrs			Supervisor / H&S Manager / Pure Safety
		Lockout/Tagout – "Affected" Employee Training			Will you be working with or around any machines or equipment that may need to be locked or tagged out? This training is required for all employees who may operate equipment on which servicing or maintenance can be performed under lockout/tagout OR if they can be in an area where such servicing or maintenance may be performed.	1 yr		Y	Supervisor / H&S Manager / Pure Safety
I		Lockout/Tagout – "Authorized" Employee Training		X	Will you be required to Lock or Tag out equipment as an authorized person? This training is required when an employee is authorized to lock/tagout equipment on which (s)he or other people may work or come in contact with.	1 yr		Y	Supervisor / H&S Manager / Pure Safety (for class room part)
I	H&S	Machine Guarding			<b>Does your work involve working with or near machines that require guarding?</b> Not required for office-based personnel.	2 yrs			Supervisor / Pure Safety
I	H&S	Office Ergonomics	Х		Will you be working at a computer work station for 4 hours or more during a typical day?	2 yrs			Supervisor / Pure Safety
I	Env.	On-Site Compliance Document		X	This training is required for all operational personnel at a project that has an on-site compliance document. It includes a review of regulatory compliance.	3 yrs		Y	Supervisor. Require review of site specific OCD.
		OSHA 10-Hr Construction Safety –Construction Safety Training Systems (Canada)		X	Will you be required to work on construction related tasks as part of your routine duties (e.g. excavation/ trenching/scaffolding/ work at elevation etc.? Required by any employee who self-performs, or supervises, construction-related tasks as part of the routine job assignments. Examples include trench & excavation safety, materials handling; fall protection & prevention, work with scaffolding, heavy equipment operations etc. Also may be required by certain states for employees who are working on a construction site due to a plant upgrade project.	One time		Y	Outside Vendor / Pure Safety
	H&S	Overhead Crane/Hoist Training			Will you be required to operate and/or maintain an overhead crane or hoist? This training is required by any employee whose work involves the use and operation of an overhead crane or hoist, either truck-mounted or fixed-facility.	2 yrs		Y	Supervisor / Outside vendor
I	H&S	Personal Protective Equipment		Х	Will you be required to use various types of Personal Protective Equipment in performing your assigned tasks?	2 yrs		Y	Supervisor / H&S Manager / Pure Safety (PPE 10 parts)
		Powered Industrial Truck (including Forklift) Training			Will you be required to operate a Powered Industrial Truck (forklift, powered pallet jack, utility cart)? A Powered Industrial Truck is power-propelled truck used to carry, push, pull, lift, stack or tier materials e.g. forklifts, pallet trucks, rider trucks, fork trucks, or lift trucks. Does not apply to earth moving equipment. Any training completed thru PureSafety must be supplemented with a field demonstration of skills (road test with the equipment to be operated) and documented.			Y	Outside Vendor / H&S Manager / Pure Safety (for classroom part only)
1		PPE - Respiratory Protection Awareness (Voluntary Use Training)		X	Will you voluntarily choose to wear a respirator even if the exposure to the hazard substance is below regulatory Permissible Limits. For workers who use their own or UW provided respirator for voluntary use, review of Appendix D of 29 CFR 1910.134 is required.	1 yr			Supervisor / H&S Manager / Pure Safety (part 8 of PPE module)
	H&S	Preventing Back Injuries	Х		Will your work require you to lift material more than 25 lbs?	2 yrs			Supervisor / Pure Safety
		Preventing Trip Slip & Falls	Х		Will you be walking in areas with potential slip and trip hazards?	2 yrs			Supervisor / Pure Safety
	EHS	Process Safety Management (PSM) Training			<b>Do you work at a facility covered by the OSHA Process Safety Management (PSM) Standard?</b> This training is required by any employee working at a jobsite where OSHA's Process Safety Management (PSM) Standard (29 CFR 1910.119) applies. (e.g. stores > 1,500 lbs of chlorine gas in any one locationorstores >10,000 lbs of anhydrous ammonia). see Appendix A of 29 CFR 1910.119	3 yrs		Y	Outside Vendor / H&S Manager
	H&S	Respirator Fit Test		X	<b>Does your job require you to wear a respirator</b> , <b>including a N95 or N99 dust mask?</b> This is not required for employees who voluntary use respirators when they are not required.	1 yr		Y	Outside Vendor

Sr. No.	S or E	Training Topic	Req	luired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
		Respiratory Protection Training		X	Are you required to perform tasks that require the use of respiratory protection? This training is required by any employee required to wear a positive or negative pressure air-supplying/purifying respirator, Escape Breathing Apparatus, half-face or full-face cartridge respirator, or dust mask (N95 or N99). Not required for voluntary use of respirators.	1 yr		Y	Outside Vendor/ H&S Manager
		Sample Collection & Chain of Custody		Х	Are you responsible for collecting and/or transporting compliance samples.	2 Yrs		Y	Supervisor / Env Manager
	H&S	Scaffolding Safety		Х	Will you use or work on scaffolding? This is general awareness training and is required for any employee who must use scaffolding as a walking/working surface.	2 yrs			Supervisor / ES Instructor
		Scaffolding Safety - Competent Person		X	Will you be designated a "Competent Person" for scaffolding? "Competent Person" as defined in 29 CFR 1926.450(b) means "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them"	5 Yrs			Outside Vendor
		Spill Prevention, Control, and Counter-measure (SPCC)		X	Will you be working on a site where SPCC regulations apply? This applies if the facility has petroleum products storage of more than 1320 gallons above ground or 10,000 UST capacity underground.	1 yr		Y	Supervisor / ES Instructor
		Storm-Water Pollution Prevention Plan		X	This training is required by all operations personnel at a site that has a storm-water pollution prevention permit.	1 yr		Y	Supervisor / ES Instructor
		Universal/Non-Hazardous Waste Management		X	Will you be handling & Managing Universal/Non-Hazardous Waste? This applies to all Project Managers and any employees who's responsibilities include handling Universal /Non-Hazardous waste	1 yr		Y	Supervisor / H&S Manager
	Env.	Used Oil/ Waste Oil		Х	Will you be handling & Managing Used/Waste Oil?	1 yr		Y	Supervisor / Env Manager
	H&S	Work Zone Safety - Flagger		X	Will you be expected to perform Flagger duties during work zone activities?	2 yrs			Outside Vendor
	H&S	Work Zone Safety - General		X	Will you be working in, on, or next to vehicular traffic? This is also required for employees that must walk in or next to roadways when accessing collection or distribution system components.	2 yrs			ES Instructor / Outside Vendor
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Industrial Pre-Treatment (IPP)

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Employee No.:

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	Employee Sign:			-	Supervisor Sign:	Date:			
Sr. No.	S or E	Training Topic	Req Y	uired N	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Aerial Lift Operations Training		X	Will you be required to use a company/client owned or rented aerial lift? Aerial lifts are vehicle- mounted devices, telescoping or articulating, or both, which are used to position personnel (extendible boom platforms), aerial ladders, articulating boom platforms, and vertical towers	3 yrs		Y	Outside Vendor/Supervisor
	EHS	Asbestos Awareness			Does your work involve or may involve the removal or handling of asbestos-containing materials or asbestos waste, or will you be required to work in areas where asbestos has been identified or is being handled?	1 yr			Outside Vendor/Pure Safety
	EHS	Asbestos Competent Person			Will your work require cutting, welding, grinding of Friable Asbestos Material (including working on or supervising repair/replacement of Asbestos Cement Pipe)	2 yrs			Outside Vendor
	H&S	Basic Rigging		Х	<b>Does your Work Require any type of Rigging?</b> This training is intended for employees who perform basic rigging activities, such as using chain-falls, mechanical or electric hoists. Employees working with heavy lifts will require additional training.	3 yrs		Y	Outside Vendor/Supervisor/Pure Safety
	H&S	Bloodborne Pathogen Training		Х	Do you work where there is <u>reasonable</u> anticipation of a needle stick injuryORare you "designated" for rendering 1 <sup>st</sup> aid assistance at work? This training is required for designated 1st aid responders and other similar job categories (confined space rescue personnel). It is NOT required just because an employee may come in contact with raw sewage or wastewater.	1 yr			Supervisor, Pure Safety
	H&S	Chemical Hygiene Plan Training	Х		Will you work in a laboratory that performs any type of chemical, biological, or physical testing that involves the use of chemicals? Required for any employee who works in a laboratory where physical, biological, or chemical analysis is performed with the use of chemicals	1 yr		Y	Outside Vendor/ Supervisor
	Env.	Clean-Up Small Spills	Х		Will your work require you to clean small chemical spills? Not required for office based personnel.	3 yrs			Outside Vendor/ Supervisor, Pu Safety
	H&S	Confined Space – Authorized Entrant, Attendant / Supervisor		Х	Will you be performing duties for Authorized Entrant, Attendant, or Supervisor for permit- space entries? <u>Note:</u> Hands-on site training, including a mock permit space entry with non-entry rescuer and review of all related PPE and equipment is required.	1 yr		Y	Outside Vendor/ Supervisor, Pu Safety for class room part
	H&S	Confined Space –Rescue		X	Will you be assigned as a designated rescuer for permit-required confined spaces? Required for entry rescue personnel only.	1 yr		Y	Outside Vendor
	EHS	Contractor Safety		X	Will you be supervising and/or coordinating sub-contractor activities for United Water and/or the Client? This training is required for all Project Managers & Supervisors who manage sub-contactors for United Water.	3 yrs			Supervisor, H&S Manager
	H&S	CPR Training	Х		Will you be expected to provide CPR as a requirement of your job duties (including Confined Space Rescue or Emergency Response)? Required by employee who is designated for rendering CPR as part of their job duties (where the travel time from a local EMS system is > 3-4 minutes in life threatening situations or > 15 minutes in non-life threatening situations).			Y	Outside Vendor , National Safet Council

Sr.So No.E	or E	Training Topic	Req	luired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
H&	۱S	Defensive Driving - 4 Hrs	Х		Have you been assigned a company vehicle to drive on a full-time basis Or is driving a primary job function per your job description?	3 yrs			National Safety Council / Outside Vendors
H&	ίS	Defensive Driving Awareness	Х		Will you be authorized to drive a company owned or leased vehicle OR required to drive your personal or a rental vehicle while on company business (includes running errands pertaining to company business)?	3 Yrs.			Supervisor/Outside Vendor, Pure Safety
H&	۵S	Dog Attack Prevention		Х	Will you be accessing residential/customer properties? This training is for staff accessing private property to conduct tasks such as reading water meters or sampling distribution systems.	3 yrs			Outside vendor
Env		DOT-Level 1 Shipper (US) – TDG (Canada)		Х	Will you be shipping hazardous material via courier, over the road, etc. Sample would be considered Hazardous material if their pH is $\leq 2$ or $\geq$ or are listed as Hazardous material by DOT.	3 yrs			Outside Vendor/ Supervisor
H&		Electrical Hazards / NFPA 70 E		X	<b>Will you be required to work on energized electrical circuits (above 50 volts)?</b> This training is required for any employee who is authorized to perform work (above 50 volts) on energized electrical circuits or equipment. Follows Best Management Practices in the NFPA -70E Standard.	3 yrs		Y	Outside Vendor, Pure Safety for theoretical part.
EH	IS	Emergency Action Plan	X		Will you have a role in your facility's Emergency Action Plan? All personnel working on/in a project or office that has an Emergency Action Plan and/or Emergency Response Plan is require to complete this training. <u>Note:</u> This training must include a documented review of the site/facility-specific Emergency Action Plan and/or Emergency Response Plan, including emergency notification and evacuation procedures.	1 yr		Y	Supervisor /Outside vendor, Pure Safety + requires review of site specific Emergency Plans.
En		Environmental Awareness Training - General (22 minutes PureSafety)		X	This training is required for all new/transferred employees. It covers general awareness level training related to environmental matters.	One time			Pure Safety
En		Environmental Awareness Training (O & M) (All 4 PureSafety Modules)	Х		This training is required for all new/transferred employees as well as all operations personnel who's work may have an impact on the environment. Employee completing this training do not need to complete General Environmental Awareness Training.	One time			Pure Safety
EH		Environmental Services EH&S Orientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES? If yes, this training is required.	One Time			Supervisor, Pure Safety
H&3		Excavation & Trenching Safety Training - General		X	<b>Do you work at a jobsite where you must interface with others performing excavation work?</b> This includes work in or around trenching or excavation work that United Water perform, or if we interface with city/sub-contractor performing excavation work.	2 yrs			Outside Vendor, Pure Safety
H&		Excavation Safety - Competent Person			Will you be designated a "Competent Person" for excavation? A "Competent Person" as defined by OSHA is the one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them".	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
EH		Facility-Specific EH&S Orientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES assigned to a project? If yes, this training is required. This training includes face-to-face review of new employee safety orientation packet (including incident reporting, review of Environmental Charter, site specific EH&S plans and emergency response plan.	One Time		Y	Supervisor, H&S Manager
H&		Fall Protection Safety - Competent Person			Will you be designated a "Competent Person" for fall protection systems? "Competent Person", as defined by OSHA, is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate these hazards.	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
H&		Fall Protection/Fall Prevention - Awareness		Х	Will you be using fall protection systems? This training is required for employees who are not designated competent person but may require to use fall protection system occasionally.	2 yrs			Outside vendor, Pure Safety for theoretical part only.
Env		FEMA Incident Command System, Levels 100/200/700		X	Does our contract, client, or specific law require you to complete National Incident Management System training on the Incident Command System?	One time			FEMA Outside Vendor, Internet-based

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Fire Extinguisher	Х		Training is required for any employee who is/may be expected to use a portable fire extinguisher. It is also required for any employee who is assigned to inspect fire extinguishers monthly.	1 yr			ES Instructor / Outside Vendor / Pure Safety
	H&S	Fire Prevention Plan	Х		<b>Does your site have a Fire Prevention Plan?</b> All personnel working on project or office that has a fire protection plan require this training. Training completed thru PureSafety must be supplemented with review of site specific fire protection plan.	1 yr		Y	Supervisor
	H&S	First-Aid	X		Will you be required to provide first aid as a requirement of your job duties (including Confined Space Rescue or Emergency Response)? Required for employee who is designated as responsible for rendering first aid as part of their job duties (where the travel time from a local EMS is > 3-4 minutes in life threatening situations or >15 minutes in non-life threatening situations).				Outside Vendor / National Safety Counsel
	H&S	Hand & Power Tools		X	<b>Does your work require the use of powered hand tools?</b> This training is required for employees who routinely use powered tools such as drills, grinders, saws, etc.	3 yrs			Supervisor / Pure Safety
	H&S	Hazard Communication	X		Will you be working with or near Hazardous Chemicals? Mandatory for all employee who have a potential of exposure to Hazardous chemicals and/or work at a facility where hazardous chemicals are used/stored. <u>Note:</u> Training includes a documented review of the site-specific hazardous chemical inventory, locations of MSDS books and where chemicals are used/stored and overview of MSDS for chemicals routinely used.	1 yr		Y	Supervisor / Pure Safety
		HAZWOPER - 1st Responder Awareness Level		X	Will you be required or expected to notify a supervisor if you witness or discover an uncontrolled release/spill of a hazardous substance? Recommended for all Operations and Maintenance employees.	1 yr		Y	Supervisor / H&S Manager
		HAZWOPER - 1st Responder Operations Level		X	Will you be required to respond to an uncontrolled release of a hazardous substance in a defensive fashion only; without actually trying to stop the release?	3 yr		Y	Outside Vendor / H&S Manager
	H&S	Hazwoper 40-Hr Site Worker		X	Will you work (or are authorized to work) on a HAZWOPER Site?	One Time			Outside Vendor / H&S Manager
	H&S	Hazwoper 8-Hr Refresher		X	Will you work (or are authorized to work) on a HAZWOPER site and have previously had HAZWOPER 40-Hour Training (mandatory for both employees as well as supervisors working on HAZWOPER site)?	1 yr			ES Instructor / H&S Manager
	H&S	Hazwoper 8-Hr Supervisor		Х	Will you be supervising employees or directing work on a HAZWOPER site?	One time			ES Instructor / H&S Manager
		Hearing Conservation - Awareness		X	Will you be assigned, or have the potential to be assigned, to a work area designated as "Hearing Protection Required"? This training is only required for employees who work in areas where measured noise levels exceed 85 decibels on an 8-hr time weighted average. It is not required when voluntary use of hearing protection is worn for nuisance noise or comfort.	2 yrs			Supervisor / Pure Safety (Part 7- 10 of PPE training)
		Heavy Equipment-Specific Training		Х	Will you be required to operate any piece of heavy equipment (skid-steer, Bobcat, earth- moving equipment, crane trucks, street sweepers, backhoes/frontend loaders)?	3 Yrs		Y	Supervisor / Outside Vendor
		Hot Work Safety		X	Will you be required to perform Hot Work (welding, brazing, soldering, torch-cutting, grinding operations) using any of the following methods? Oxygen/Fuel-Gas Cutting, Arc Welding, Resistance Welding; required for any employee authorized to use welding, cutting, or brazing equipment on a jobsite.	3 yrs		Y	Supervisor/ H&S Manager / Outside Vendor
		Job Hazard Analysis / Safe Work Plan	Х		Will you be working in the field or at a project/plan/facility? Mandatory training for anyone working in the field or on a project.	2 yrs			Supervisor / H&S Manager / Pure Safety

Sr.So No.E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
Env	Lab QA/QC	Х		Will you be working in a Laboratory for United Water where regulatory analysis are performed ? Review of Lab QA/QC Manual is required.	3 Yrs			Supervisor / H&S Manager
H&S	Ladder Safety	Х		<b>Does your work involve use of portable or permanent ladders?</b> This training is intended for field based personnel and is not required for office-based personnel who have occasional need for using ladders.	2 yrs			Supervisor / H&S Manager / Pure Safety
H&S	Lockout/Tagout – "Affected" Employee Training	Х		Will you be working with or around any machines or equipment that may need to be locked or tagged out? This training is required for all employees who may operate equipment on which servicing or maintenance can be performed under lockout/tagout OR if they can be in an area where such servicing or maintenance may be performed.	1 yr		Y	Supervisor / H&S Manager / Pure Safety
H&S	Lockout/Tagout – "Authorized" Employee Training		Х	Will you be required to Lock or Tag out equipment as an authorized person? This training is required when an employee is authorized to lock/tagout equipment on which (s)he or other people may work or come in contact with.	1 yr		Y	Supervisor / H&S Manager / Pure Safety (for class room part)
H&S	Machine Guarding		X	Does your work involve working with or near machines that require guarding? Not required for office-based personnel.	2 yrs			Supervisor / Pure Safety
H&S	Office Ergonomics		X	Will you be working at a computer work station for 4 hours or more during a typical day?	2 yrs			Supervisor / Pure Safety
Env	On-Site Compliance Document	Х		This training is required for all operational personnel at a project that has an on-site compliance document. It includes a review of regulatory compliance.	3 yrs		Y	Supervisor. Require review of site specific OCD.
H&S	OSHA 10-Hr Construction Safety –Construction Safety Training Systems (Canada)		x	Will you be required to work on construction related tasks as part of your routine duties (e.g. excavation/ trenching/scaffolding/ work at elevation etc.? Required by any employee who self-performs, or supervises, construction-related tasks as part of the routine job assignments. Examples include trench & excavation safety, materials handling; fall protection & prevention, work with scaffolding, heavy equipment operations etc. Also may be required by certain states for employees who are working on a construction site due to a plant upgrade project.	One time		Y	Outside Vendor / Pure Safety
H&S	Overhead Crane/Hoist Training		Х	Will you be required to operate and/or maintain an overhead crane or hoist? This training is required by any employee whose work involves the use and operation of an overhead crane or hoist, either truck-mounted or fixed-facility.	2 yrs		Y	Supervisor / Outside vendor
H&S	Personal Protective Equipment	Х		Will you be required to use various types of Personal Protective Equipment in performing your assigned tasks?	2 yrs		Y	Supervisor / H&S Manager / Pure Safety (PPE 10 parts)
H&S	Powered Industrial Truck (including Forklift) Training		X	Will you be required to operate a Powered Industrial Truck (forklift, powered pallet jack, utility cart)? A Powered Industrial Truck is power-propelled truck used to carry, push, pull, lift, stack or tier materials e.g. forklifts, pallet trucks, rider trucks, fork trucks, or lift trucks. Does not apply to earth moving equipment. Any training completed thru PureSafety must be supplemented with a field demonstration of skills (road test with the equipment to be operated) and documented.	3 Yrs		Y	Outside Vendor / H&S Manager / Pure Safety (for classroom part only)
H&S	PPE - Respiratory Protection Awareness (Voluntary Use Training)		x	Will you voluntarily choose to wear a respirator even if the exposure to the hazard substance is below regulatory Permissible Limits. For workers who use their own or UW provided respirator for voluntary use, review of Appendix D of 29 CFR 1910.134 is required.	1 yr			Supervisor / H&S Manager / Pure Safety (part 8 of PPE module)
H&S	Preventing Back Injuries	Х		Will your work require you to lift material more than 25 lbs?	2 yrs			Supervisor / Pure Safety
H&S	Preventing Trip Slip & Falls	Х		Will you be walking in areas with potential slip and trip hazards?	2 yrs			Supervisor / Pure Safety
EHS	Process Safety Management (PSM) Training		X	<b>Do you work at a facility covered by the OSHA Process Safety Management (PSM) Standard?</b> This training is required by any employee working at a jobsite where OSHA's Process Safety Management (PSM) Standard (29 CFR 1910.119) applies. (e.g. stores > 1,500 lbs of chlorine gas in any one locationorstores >10,000 lbs of anhydrous ammonia). see Appendix A of 29 CFR 1910.119	3 yrs		Y	Outside Vendor / H&S Manager
H&S	Respirator Fit Test		X	<b>Does your job require you to wear a respirator, including a N95 or N99 dust mask?</b> This is not required for employees who voluntary use respirators when they are not required.	1 yr		Y	Outside Vendor

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Respiratory Protection Training			Are you required to perform tasks that require the use of respiratory protection? This training is required by any employee required to wear a positive or negative pressure air-supplying/purifying respirator, Escape Breathing Apparatus, half-face or full-face cartridge respirator, or dust mask (N95 or N99). Not required for voluntary use of respirators.	1 yr		Y	Outside Vendor/ H&S Manager
	Env.	Sample Collection & Chain of Custody	Х		Are you responsible for collecting and/or transporting compliance samples.	2 Yrs		Y	Supervisor / Env Manager
	H&S	Scaffolding Safety			Will you use or work on scaffolding? This is general awareness training and is required for any employee who must use scaffolding as a walking/working surface.	2 yrs			Supervisor / ES Instructor
	H&S	Scaffolding Safety - Competent Person			Will you be designated a "Competent Person" for scaffolding? "Competent Person" as defined in 29 CFR 1926.450(b) means "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them"	5 Yrs			Outside Vendor
	Env.	Spill Prevention, Control, and Counter-measure (SPCC)			Will you be working on a site where SPCC regulations apply? This applies if the facility has petroleum products storage of more than 1320 gallons above ground or 10,000 UST capacity underground.	1 yr		Y	Supervisor / ES Instructor
	Env.	Storm-Water Pollution Prevention Plan		X	This training is required by all operations personnel at a site that has a storm-water pollution prevention permit.	1 yr		Y	Supervisor / ES Instructor
	Env.	Universal/Non-Hazardous Waste Management	Х		Will you be handling & Managing Universal/Non-Hazardous Waste? This applies to all Project Managers and any employees who's responsibilities include handling Universal /Non-Hazardous waste	1 yr		Y	Supervisor / H&S Manager
	Env.	Used Oil/ Waste Oil	Х		Will you be handling & Managing Used/Waste Oil?	1 yr		Y	Supervisor / Env Manager
	H&S	Work Zone Safety - Flagger		X	Will you be expected to perform Flagger duties during work zone activities?	2 yrs			Outside Vendor
	H&S	Work Zone Safety - General		X	Will you be working in, on, or next to vehicular traffic? This is also required for employees that must walk in or next to roadways when accessing collection or distribution system components.	2 yrs			ES Instructor / Outside Vendor



Laboratory

Employee No.: \_\_\_\_\_

	Employee Sign:			Supervisor Sign:			Date:	
ör. So o. E	Training Topic	Req Y	uired N	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
H&S	Aerial Lift Operations Training		X	Will you be required to use a company/client owned or rented aerial lift? Aerial lifts are vehicle- mounted devices, telescoping or articulating, or both, which are used to position personnel (extendible boom platforms), aerial ladders, articulating boom platforms, and vertical towers	3 yrs		Y	Outside Vendor/Supervisor
EHS	Asbestos Awareness		X	Does your work involve or may involve the removal or handling of asbestos-containing materials or asbestos waste, or will you be required to work in areas where asbestos has been identified or is being handled?	1 yr			Outside Vendor/Pure Safety
EHS	Asbestos Competent Person			Will your work require cutting, welding, grinding of Friable Asbestos Material (including working on or supervising repair/replacement of Asbestos Cement Pipe)	2 yrs			Outside Vendor
H&S	Basic Rigging			<b>Does your Work Require any type of Rigging?</b> This training is intended for employees who perform basic rigging activities, such as using chain-falls, mechanical or electric hoists. Employees working with heavy lifts will require additional training.	3 yrs		Y	Outside Vendor/Supervisor/Pure Safety
H&S	Bloodborne Pathogen Training		Х	Do you work where there is <u>reasonable</u> anticipation of a needle stick injuryORare you "designated" for rendering 1 <sup>st</sup> aid assistance at work? This training is required for designated 1st aid responders and other similar job categories (confined space rescue personnel). It is NOT required just because an employee may come in contact with raw sewage or wastewater.	1 yr			Supervisor, Pure Safety
H&S	Chemical Hygiene Plan Training	Х		Will you work in a laboratory that performs any type of chemical, biological, or physical testing that involves the use of chemicals? Required for any employee who works in a laboratory where physical, biological, or chemical analysis is performed with the use of chemicals	1 yr		Y	Outside Vendor/ Supervisor
Env.	Clean-Up Small Spills	Х		Will your work require you to clean small chemical spills? Not required for office based personnel.	3 yrs			Outside Vendor/ Supervisor, Pur Safety
H&S	Confined Space – Authorized Entrant, Attendant / Supervisor		Х	Will you be performing duties for Authorized Entrant, Attendant, or Supervisor for permit- space entries? <u>Note:</u> Hands-on site training, including a mock permit space entry with non-entry rescuer and review of all related PPE and equipment is required.	1 yr		Y	Outside Vendor/ Supervisor, Pur Safety for class room part
H&S	Confined Space – Rescue		X	Will you be assigned as a designated rescuer for permit-required confined spaces? Required for entry rescue personnel only.	1 yr		Y	Outside Vendor
EHS	Contractor Safety		X	Will you be supervising and/or coordinating sub-contractor activities for United Water and/or the Client? This training is required for all Project Managers & Supervisors who manage sub-contactors for United Water.	3 yrs			Supervisor, H&S Manager
H&S	CPR Training	Х		<b>Will you be expected to provide CPR as a requirement of your job duties (including Confined Space Rescue or Emergency Response)?</b> Required by employee who is designated for rendering CPR as part of their job duties (where the travel time from a local EMS system is > 3-4 minutes in life threatening situations or > 15 minutes in non-life threatening situations).			Y	Outside Vendor , National Safety Council

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H&S	Defensive Driving - 4 Hrs		Х	Have you been assigned a company vehicle to drive on a full-time basis Or is driving a primary job function per your job description?	3 yrs	•	•	National Safety Council / Outside Vendors
H&S	Defensive Driving Awareness	Х		Will you be authorized to drive a company owned or leased vehicle OR required to drive your personal or a rental vehicle while on company business (includes running errands pertaining to company business)?	3 Yrs.			Supervisor/Outside Vendor, Pure Safety
H&S	Dog Attack Prevention		Х	Will you be accessing residential/customer properties? This training is for staff accessing private property to conduct tasks such as reading water meters or sampling distribution systems.	3 yrs			Outside vendor
Env.	DOT-Level 1 Shipper (US) – TDG (Canada)		Х	Will you be shipping hazardous material via courier, over the road, etc. Sample would be considered Hazardous material if their pH is $\leq 2$ or $\geq$ or are listed as Hazardous material by DOT.	3 yrs			Outside Vendor/ Supervisor
H&S	Electrical Hazards / NFPA 70 E		X	Will you be required to work on energized electrical circuits (above 50 volts)? This training is required for any employee who is authorized to perform work (above 50 volts) on energized electrical circuits or equipment. Follows Best Management Practices in the NFPA -70E Standard.	3 yrs		Y	Outside Vendor, Pure Safety for theoretical part.
EHS	Emergency Action Plan	X		Will you have a role in your facility's Emergency Action Plan? All personnel working on/in a project or office that has an Emergency Action Plan and/or Emergency Response Plan is require to complete this training. <u>Note:</u> This training must include a documented review of the site/facility-specific Emergency Action Plan and/or Emergency Response Plan, including emergency notification and evacuation procedures.	1 yr		Y	Supervisor /Outside vendor, Pure Safety + requires review of site specific Emergency Plans.
Env.	Environmental Awareness Training - General (22 minutes PureSafety)		X	This training is required for all new/transferred employees. It covers general awareness level training related to environmental matters.	One time			Pure Safety
Env.	Environmental Awareness Training (O & M) (All 4 PureSafety Modules)	Х		This training is required for all new/transferred employees as well as all operations personnel who's work may have an impact on the environment. Employee completing this training do not need to complete General Environmental Awareness Training.	One time			Pure Safety
EHS	Environmental Services EH&S Orientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES? If yes, this training is required.	One Time			Supervisor, Pure Safety
H&S	Excavation & Trenching Safety Training - General		X	<b>Do you work at a jobsite where you must interface with others performing excavation work?</b> This includes work in or around trenching or excavation work that United Water perform, or if we interface with city/sub-contractor performing excavation work.	2 yrs			Outside Vendor, Pure Safety
H&S	Excavation Safety - Competent Person			Will you be designated a "Competent Person" for excavation? A "Competent Person" as defined by OSHA is the one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them".	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
EHS	Facility-Specific EH&S Orientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES assigned to a project? If yes, this training is required. This training includes face-to-face review of new employee safety orientation packet (including incident reporting, review of Environmental Charter, site specific EH&S plans and emergency response plan.	One Time		Y	Supervisor, H&S Manager
H&S	Fall Protection Safety - Competent Person		X	Will you be designated a "Competent Person" for fall protection systems? "Competent Person", as defined by OSHA, is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate these hazards.	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
H&S	Fall Protection/Fall Prevention - Awareness		Х	Will you be using fall protection systems? This training is required for employees who are not designated competent person but may require to use fall protection system occasionally.	2 yrs			Outside vendor, Pure Safety for theoretical part only.
Env.	FEMA Incident Command System, Levels 100/200/700		X	Does our contract, client, or specific law require you to complete National Incident Management System training on the Incident Command System?	One time			FEMA Outside Vendor, Internet-based

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	H&S	Fire Extinguisher	Х		Training is required for any employee who is/may be expected to use a portable fire extinguisher. It is also required for any employee who is assigned to inspect fire extinguishers monthly.	1 yr			ES Instructor / Outside Vendor / Pure Safety
	H&S	Fire Prevention Plan	Х		<b>Does your site have a Fire Prevention Plan?</b> All personnel working on project or office that has a fire protection plan require this training. Training completed thru PureSafety must be supplemented with review of site specific fire protection plan.	1 yr		Y	Supervisor
	H&S	First-Aid	X		Will you be required to provide first aid as a requirement of your job duties (including Confined Space Rescue or Emergency Response)? Required for employee who is designated as responsible for rendering first aid as part of their job duties (where the travel time from a local EMS is > 3-4 minutes in life threatening situations or >15 minutes in non-life threatening situations).				Outside Vendor / National Safety Counsel
	H&S	Hand & Power Tools		X	<b>Does your work require the use of powered hand tools?</b> This training is required for employees who routinely use powered tools such as drills, grinders, saws, etc.	3 yrs			Supervisor / Pure Safety
	H&S	Hazard Communication	X		Will you be working with or near Hazardous Chemicals? Mandatory for all employee who have a potential of exposure to Hazardous chemicals and/or work at a facility where hazardous chemicals are used/stored. <u>Note:</u> Training includes a documented review of the site-specific hazardous chemical inventory, locations of MSDS books and where chemicals are used/stored and overview of MSDS for chemicals routinely used.	1 yr		Y	Supervisor / Pure Safety
		HAZWOPER - 1st Responder Awareness Level		X	Will you be required or expected to notify a supervisor if you witness or discover an uncontrolled release/spill of a hazardous substance? Recommended for all Operations and Maintenance employees.	1 yr		Y	Supervisor / H&S Manager
		HAZWOPER - 1st Responder Operations Level		X	Will you be required to respond to an uncontrolled release of a hazardous substance in a defensive fashion only; without actually trying to stop the release?	3 yr		Y	Outside Vendor / H&S Manager
	H&S	Hazwoper 40-Hr Site Worker		X	Will you work (or are authorized to work) on a HAZWOPER Site?	One Time			Outside Vendor / H&S Manager
	H&S	Hazwoper 8-Hr Refresher		X	Will you work (or are authorized to work) on a HAZWOPER site and have previously had HAZWOPER 40-Hour Training (mandatory for both employees as well as supervisors working on HAZWOPER site)?	1 yr			ES Instructor / H&S Manager
	H&S	Hazwoper 8-Hr Supervisor		Х	Will you be supervising employees or directing work on a HAZWOPER site?	One time			ES Instructor / H&S Manager
		Hearing Conservation - Awareness		X	Will you be assigned, or have the potential to be assigned, to a work area designated as "Hearing Protection Required"? This training is only required for employees who work in areas where measured noise levels exceed 85 decibels on an 8-hr time weighted average. It is not required when voluntary use of hearing protection is worn for nuisance noise or comfort.	2 yrs			Supervisor / Pure Safety (Part 7- 10 of PPE training)
		Heavy Equipment-Specific Training		Х	Will you be required to operate any piece of heavy equipment (skid-steer, Bobcat, earth- moving equipment, crane trucks, street sweepers, backhoes/frontend loaders)?	3 Yrs		Y	Supervisor / Outside Vendor
		Hot Work Safety		X	Will you be required to perform Hot Work (welding, brazing, soldering, torch-cutting, grinding operations) using any of the following methods? Oxygen/Fuel-Gas Cutting, Arc Welding, Resistance Welding; required for any employee authorized to use welding, cutting, or brazing equipment on a jobsite.	3 yrs		Y	Supervisor/ H&S Manager / Outside Vendor
		Job Hazard Analysis / Safe Work Plan	Х		Will you be working in the field or at a project/plan/facility? Mandatory training for anyone working in the field or on a project.	2 yrs			Supervisor / H&S Manager / Pure Safety

Sr.So No.E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
Env	Lab QA/QC	Х		Will you be working in a Laboratory for United Water where regulatory analysis are performed ? Review of Lab QA/QC Manual is required.	3 Yrs			Supervisor / H&S Manager
H&S	Ladder Safety		X	<b>Does your work involve use of portable or permanent ladders?</b> This training is intended for field based personnel and is not required for office-based personnel who have occasional need for using ladders.	2 yrs			Supervisor / H&S Manager / Pure Safety
H&S	Lockout/Tagout – "Affected" Employee Training	Х		Will you be working with or around any machines or equipment that may need to be locked or tagged out? This training is required for all employees who may operate equipment on which servicing or maintenance can be performed under lockout/tagout OR if they can be in an area where such servicing or maintenance may be performed.	1 yr		Y	Supervisor / H&S Manager / Pure Safety
H&S	Lockout/Tagout – "Authorized" Employee Training		Х	Will you be required to Lock or Tag out equipment as an authorized person? This training is required when an employee is authorized to lock/tagout equipment on which (s)he or other people may work or come in contact with.	1 yr		Y	Supervisor / H&S Manager / Pure Safety (for class room part)
H&S	Machine Guarding		X	<b>Does your work involve working with or near machines that require guarding?</b> Not required for office-based personnel.	2 yrs			Supervisor / Pure Safety
H&S	Office Ergonomics	Х		Will you be working at a computer work station for 4 hours or more during a typical day?	2 yrs			Supervisor / Pure Safety
Env	On-Site Compliance Document	Х		This training is required for all operational personnel at a project that has an on-site compliance document. It includes a review of regulatory compliance.	3 yrs		Y	Supervisor. Require review of site specific OCD.
H&S	OSHA 10-Hr Construction Safety –Construction Safety Training Systems (Canada)		X	Will you be required to work on construction related tasks as part of your routine duties (e.g. excavation/ trenching/scaffolding/ work at elevation etc.? Required by any employee who self-performs, or supervises, construction-related tasks as part of the routine job assignments. Examples include trench & excavation safety, materials handling; fall protection & prevention, work with scaffolding, heavy equipment operations etc. Also may be required by certain states for employees who are working on a construction site due to a plant upgrade project.	One time		Y	Outside Vendor / Pure Safety
H&S	Overhead Crane/Hoist Training		Х	Will you be required to operate and/or maintain an overhead crane or hoist? This training is required by any employee whose work involves the use and operation of an overhead crane or hoist, either truck-mounted or fixed-facility.	2 yrs		Y	Supervisor / Outside vendor
H&S	Personal Protective Equipment	Х		Will you be required to use various types of Personal Protective Equipment in performing your assigned tasks?	2 yrs		Y	Supervisor / H&S Manager / Pure Safety (PPE 10 parts)
H&S	Powered Industrial Truck (including Forklift) Training		X	Will you be required to operate a Powered Industrial Truck (forklift, powered pallet jack, utility cart)? A Powered Industrial Truck is power-propelled truck used to carry, push, pull, lift, stack or tier materials e.g. forklifts, pallet trucks, rider trucks, fork trucks, or lift trucks. Does not apply to earth moving equipment. Any training completed thru PureSafety must be supplemented with a field demonstration of skills (road test with the equipment to be operated) and documented.	3 Yrs		Y	Outside Vendor / H&S Manager / Pure Safety (for classroom part only)
H&S	PPE - Respiratory Protection Awareness (Voluntary Use Training)		x	Will you voluntarily choose to wear a respirator even if the exposure to the hazard substance is below regulatory Permissible Limits. For workers who use their own or UW provided respirator for voluntary use, review of Appendix D of 29 CFR 1910.134 is required.	1 yr			Supervisor / H&S Manager / Pure Safety (part 8 of PPE module)
H&S	Preventing Back Injuries	Х		Will your work require you to lift material more than 25 lbs?	2 yrs			Supervisor / Pure Safety
H&S	3 1 1	Х	-	Will you be walking in areas with potential slip and trip hazards?	2 yrs			Supervisor / Pure Safety
EHS	Process Safety Management (PSM) Training		X	<b>Do you work at a facility covered by the OSHA Process Safety Management (PSM) Standard?</b> This training is required by any employee working at a jobsite where OSHA's Process Safety Management (PSM) Standard (29 CFR 1910.119) applies. (e.g. stores > 1,500 lbs of chlorine gas in any one locationorstores >10,000 lbs of anhydrous ammonia). see Appendix A of 29 CFR 1910.119	3 yrs		Y	Outside Vendor / H&S Manager
H&S	Respirator Fit Test			<b>Does your job require you to wear a respirator, including a N95 or N99 dust mask?</b> This is not required for employees who voluntary use respirators when they are not required.	1 yr		Y	Outside Vendor

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Respiratory Protection Training			Are you required to perform tasks that require the use of respiratory protection? This training is required by any employee required to wear a positive or negative pressure air-supplying/purifying respirator, Escape Breathing Apparatus, half-face or full-face cartridge respirator, or dust mask (N95 or N99). Not required for voluntary use of respirators.	1 yr		Y	Outside Vendor/ H&S Manager
	Env.	Sample Collection & Chain of Custody	Х		Are you responsible for collecting and/or transporting compliance samples.	2 Yrs		Y	Supervisor / Env Manager
	H&S	Scaffolding Safety			Will you use or work on scaffolding? This is general awareness training and is required for any employee who must use scaffolding as a walking/working surface.	2 yrs			Supervisor / ES Instructor
	H&S	Scaffolding Safety - Competent Person			Will you be designated a "Competent Person" for scaffolding? "Competent Person" as defined in 29 CFR 1926.450(b) means "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them"	5 Yrs			Outside Vendor
	Env.	Spill Prevention, Control, and Counter-measure (SPCC)			Will you be working on a site where SPCC regulations apply? This applies if the facility has petroleum products storage of more than 1320 gallons above ground or 10,000 UST capacity underground.	1 yr		Y	Supervisor / ES Instructor
	Env.	Storm-Water Pollution Prevention Plan		X	This training is required by all operations personnel at a site that has a storm-water pollution prevention permit.	1 yr		Y	Supervisor / ES Instructor
	Env.	Universal/Non-Hazardous Waste Management	Х		Will you be handling & Managing Universal/Non-Hazardous Waste? This applies to all Project Managers and any employees who's responsibilities include handling Universal /Non-Hazardous waste	1 yr		Y	Supervisor / H&S Manager
	Env.	Used Oil/ Waste Oil	Х		Will you be handling & Managing Used/Waste Oil?	1 yr		Y	Supervisor / Env Manager
	H&S	Work Zone Safety - Flagger		X	Will you be expected to perform Flagger duties during work zone activities?	2 yrs			Outside Vendor
	H&S	Work Zone Safety - General		X	Will you be working in, on, or next to vehicular traffic? This is also required for employees that must walk in or next to roadways when accessing collection or distribution system components.	2 yrs			ES Instructor / Outside Vendor



Wastewater Maintenance & Lift Stations

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Employee No.:

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Employee Sign:

Supervisor Sign:

Sr. No.	S or E	Training Topic	Requ	uirad	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
110.		Aerial Lift Operations Training	Nequ	Х	Will you be required to use a company/client owned or rented aerial lift? Aerial lifts are vehicle- mounted devices, telescoping or articulating, or both, which are used to position personnel (extendible boom platforms), aerial ladders, articulating boom platforms, and vertical towers	3 yrs	Completed	Y	Outside Vendor/Supervisor
	EHS	Asbestos Awareness			Does your work involve or may involve the removal or handling of asbestos-containing materials or asbestos waste, or will you be required to work in areas where asbestos has been identified or is being handled?	1 yr			Outside Vendor/Pure Safety
	EHS	Asbestos Competent Person			Will your work require cutting, welding, grinding of Friable Asbestos Material (including working on or supervising repair/replacement of Asbestos Cement Pipe)	2 yrs			Outside Vendor
	H&S	Basic Rigging	Х		<b>Does your Work Require any type of Rigging?</b> This training is intended for employees who perform basic rigging activities, such as using chain-falls, mechanical or electric hoists. Employees working with heavy lifts will require additional training.	3 yrs		Y	Outside Vendor/Supervisor/Pure Safety
	H&S	Bloodborne Pathogen Training		Х	Do you work where there is <u>reasonable</u> anticipation of a needle stick injuryORare you "designated" for rendering 1 <sup>st</sup> aid assistance at work? This training is required for designated 1st aid responders and other similar job categories (confined space rescue personnel). It is NOT required just because an employee may come in contact with raw sewage or wastewater.	1 yr			Supervisor, Pure Safety
	H&S	Chemical Hygiene Plan Training			Will you work in a laboratory that performs any type of chemical, biological, or physical testing that involves the use of chemicals? Required for any employee who works in a laboratory where physical, biological, or chemical analysis is performed with the use of chemicals	1 yr		Y	Outside Vendor/ Supervisor
	Env.	Clean-Up Small Spills	Х		Will your work require you to clean small chemical spills? Not required for office based personnel.	3 yrs			Outside Vendor/ Supervisor, Pure Safety
	H&S	Confined Space – Authorized Entrant, Attendant / Supervisor	Х		Will you be performing duties for Authorized Entrant, Attendant, or Supervisor for permit- space entries? <u>Note:</u> Hands-on site training, including a mock permit space entry with non-entry rescuer and review of all related PPE and equipment is required.	1 yr		Y	Outside Vendor/ Supervisor, Pure Safety for class room part
	H&S	Confined Space –Rescue			Will you be assigned as a designated rescuer for permit-required confined spaces? Required for entry rescue personnel only.	1 yr		Y	Outside Vendor
	EHS	Contractor Safety		X	Will you be supervising and/or coordinating sub-contractor activities for United Water and/or the Client? This training is required for all Project Managers & Supervisors who manage sub-contactors for United Water.	3 yrs			Supervisor, H&S Manager
	H&S	CPR Training	Х		Will you be expected to provide CPR as a requirement of your job duties (including Confined Space Rescue or Emergency Response)? Required by employee who is designated for rendering CPR as part of their job duties (where the travel time from a local EMS system is > 3-4 minutes in life threatening situations or > 15 minutes in non-life threatening situations).			Y	Outside Vendor , National Safety Council

#### TNA Worksheet UWES - Maintenance - Mechanics

Date: \_\_\_\_\_

Sr. So Io. E	_	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
H&	S D	efensive Driving - 4 Hrs	Х		Have you been assigned a company vehicle to drive on a full-time basis Or is driving a primary job function per your job description?	3 yrs			National Safety Council / Outside Vendors
H&	S D	efensive Driving Awareness	Х		Will you be authorized to drive a company owned or leased vehicle OR required to drive your personal or a rental vehicle while on company business (includes running errands pertaining to company business)?	3 Yrs.			Supervisor/Outside Vendor, Pure Safety
H&	S D	og Attack Prevention			Will you be accessing residential/customer properties? This training is for staff accessing private property to conduct tasks such as reading water meters or sampling distribution systems.	3 yrs			Outside vendor
Env		OT-Level 1 Shipper (US) – DG (Canada)		Х	Will you be shipping hazardous material via courier, over the road, etc. Sample would be considered Hazardous material if their pH is $\leq 2$ or $\geq$ or are listed as Hazardous material by DOT.	3 yrs			Outside Vendor/ Supervisor
H&		lectrical Hazards / IFPA 70 E	Х		<b>Will you be required to work on energized electrical circuits (above 50 volts)?</b> This training is required for any employee who is authorized to perform work (above 50 volts) on energized electrical circuits or equipment. Follows Best Management Practices in the NFPA -70E Standard.	3 yrs		Y	Outside Vendor, Pure Safety for theoretical part.
EH	S E	mergency Action Plan	Х		Will you have a role in your facility's Emergency Action Plan? All personnel working on/in a project or office that has an Emergency Action Plan and/or Emergency Response Plan is require to complete this training. <u>Note:</u> This training must include a documented review of the site/facility-specific Emergency Action Plan and/or Emergency Response Plan, including emergency notification and evacuation procedures.	1 yr		Y	Supervisor /Outside vendor, Pure Safety + requires review of site specific Emergency Plans.
Env	Т	nvironmental Awareness raining - General (22 minutes ureSafety)		X	This training is required for all new/transferred employees. It covers general awareness level training related to environmental matters.	One time			Pure Safety
Env	Т	nvironmental Awareness raining (O & M) (All 4 ureSafety Modules)	Х		This training is required for all new/transferred employees as well as all operations personnel who's work may have an impact on the environment. Employee completing this training do not need to complete General Environmental Awareness Training.	One time			Pure Safety
EH	0	nvironmental Services EH&S Prientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES? If yes, this training is required.	One Time			Supervisor, Pure Safety
H&		xcavation & Trenching Safety raining - General		X	<b>Do you work at a jobsite where you must interface with others performing excavation work?</b> This includes work in or around trenching or excavation work that United Water perform, or if we interface with city/sub-contractor performing excavation work.	2 yrs			Outside Vendor, Pure Safety
H&		xcavation Safety - Competent erson		X	Will you be designated a "Competent Person" for excavation? A "Competent Person" as defined by OSHA is the one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them".	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
EH		acility-Specific EH&S Prientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES assigned to a project? If yes, this training is required. This training includes face-to-face review of new employee safety orientation packet (including incident reporting, review of Environmental Charter, site specific EH&S plans and emergency response plan.	One Time		Y	Supervisor, H&S Manager
H&		all Protection Safety - competent Person		Х	Will you be designated a "Competent Person" for fall protection systems? "Competent Person", as defined by OSHA, is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate these hazards.	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
H&		all Protection/Fall Prevention - wareness	Х		Will you be using fall protection systems? This training is required for employees who are not designated competent person but may require to use fall protection system occasionally.	2 yrs			Outside vendor, Pure Safety for theoretical part only.
Env		EMA Incident Command ystem, Levels 100/200/700			Does our contract, client, or specific law require you to complete National Incident Management System training on the Incident Command System?	One time			FEMA Outside Vendor, Internet-based

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Fire Extinguisher	Х		Training is required for any employee who is/may be expected to use a portable fire extinguisher. It is also required for any employee who is assigned to inspect fire extinguishers monthly.	1 yr			ES Instructor / Outside Vendor / Pure Safety
	H&S	Fire Prevention Plan	X		<b>Does your site have a Fire Prevention Plan?</b> All personnel working on project or office that has a fire protection plan require this training. Training completed thru PureSafety must be supplemented with review of site specific fire protection plan.	1 yr		Y	Supervisor
	H&S	First-Aid	X		Will you be required to provide first aid as a requirement of your job duties (including Confined Space Rescue or Emergency Response)? Required for employee who is designated as responsible for rendering first aid as part of their job duties (where the travel time from a local EMS is > 3-4 minutes in life threatening situations or >15 minutes in non-life threatening situations).				Outside Vendor / National Safety Counsel
	H&S	Hand & Power Tools	Х		<b>Does your work require the use of powered hand tools?</b> This training is required for employees who routinely use powered tools such as drills, grinders, saws, etc.	3 yrs			Supervisor / Pure Safety
	H&S	Hazard Communication	X		Will you be working with or near Hazardous Chemicals? Mandatory for all employee who have a potential of exposure to Hazardous chemicals and/or work at a facility where hazardous chemicals are used/stored. <u>Note:</u> Training includes a documented review of the site-specific hazardous chemical inventory, locations of MSDS books and where chemicals are used/stored and overview of MSDS for chemicals routinely used.	1 yr		Y	Supervisor / Pure Safety
		HAZWOPER - 1st Responder Awareness Level	X		Will you be required or expected to notify a supervisor if you witness or discover an uncontrolled release/spill of a hazardous substance? Recommended for all Operations and Maintenance employees.	1 yr		Y	Supervisor / H&S Manager
	H&S	HAZWOPER - 1st Responder Operations Level		X	Will you be required to respond to an uncontrolled release of a hazardous substance in a defensive fashion only; without actually trying to stop the release?	3 yr		Y	Outside Vendor / H&S Manager
	H&S	Hazwoper 40-Hr Site Worker		Х	Will you work (or are authorized to work) on a HAZWOPER Site?	One Time			Outside Vendor / H&S Manager
	H&S	Hazwoper 8-Hr Refresher		X	Will you work (or are authorized to work) on a HAZWOPER site and have previously had HAZWOPER 40-Hour Training (mandatory for both employees as well as supervisors working on HAZWOPER site)?	1 yr			ES Instructor / H&S Manager
	H&S	Hazwoper 8-Hr Supervisor		Х	Will you be supervising employees or directing work on a HAZWOPER site?	One time			ES Instructor / H&S Manager
		Hearing Conservation - Awareness	X		Will you be assigned, or have the potential to be assigned, to a work area designated as "Hearing Protection Required"? This training is only required for employees who work in areas where measured noise levels exceed 85 decibels on an 8-hr time weighted average. It is not required when voluntary use of hearing protection is worn for nuisance noise or comfort.	2 yrs			Supervisor / Pure Safety (Part 7- 10 of PPE training)
	H&S	Heavy Equipment-Specific Training	Х		Will you be required to operate any piece of heavy equipment (skid-steer, Bobcat, earth- moving equipment, crane trucks, street sweepers, backhoes/frontend loaders)?	3 Yrs		Y	Supervisor / Outside Vendor
	H&S	Hot Work Safety	X		Will you be required to perform Hot Work (welding, brazing, soldering, torch-cutting, grinding operations) using any of the following methods? Oxygen/Fuel-Gas Cutting, Arc Welding, Resistance Welding; required for any employee authorized to use welding, cutting, or brazing equipment on a jobsite.	3 yrs		Y	Supervisor/ H&S Manager / Outside Vendor
	H&S	Job Hazard Analysis / Safe Work Plan	Х		Will you be working in the field or at a project/plan/facility? Mandatory training for anyone working in the field or on a project.	2 yrs			Supervisor / H&S Manager / Pure Safety

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	Env.	Lab QA/QC		X	Will you be working in a Laboratory for United Water where regulatory analysis are performed ? Review of Lab QA/QC Manual is required.	3 Yrs			Supervisor / H&S Manager
1	H&S	Ladder Safety	Х		<b>Does your work involve use of portable or permanent ladders?</b> This training is intended for field based personnel and is not required for office-based personnel who have occasional need for using ladders.	2 yrs			Supervisor / H&S Manager / Pure Safety
1		Lockout/Tagout – "Affected" Employee Training	Х		Will you be working with or around any machines or equipment that may need to be locked or tagged out? This training is required for all employees who may operate equipment on which servicing or maintenance can be performed under lockout/tagout OR if they can be in an area where such servicing or maintenance may be performed.	1 yr		Y	Supervisor / H&S Manager / Pure Safety
I		Lockout/Tagout – "Authorized" Employee Training	Х		Will you be required to Lock or Tag out equipment as an authorized person? This training is required when an employee is authorized to lock/tagout equipment on which (s)he or other people may work or come in contact with.	1 yr		Y	Supervisor / H&S Manager / Pure Safety (for class room part)
I	H&S	Machine Guarding	Х		<b>Does your work involve working with or near machines that require guarding?</b> Not required for office-based personnel.	2 yrs			Supervisor / Pure Safety
I	H&S	Office Ergonomics		X	Will you be working at a computer work station for 4 hours or more during a typical day?	2 yrs			Supervisor / Pure Safety
	Env.	On-Site Compliance Document		X	This training is required for all operational personnel at a project that has an on-site compliance document. It includes a review of regulatory compliance.	3 yrs		Y	Supervisor. Require review of site specific OCD.
		OSHA 10-Hr Construction Safety –Construction Safety Training Systems (Canada)			Will you be required to work on construction related tasks as part of your routine duties (e.g. excavation/ trenching/scaffolding/ work at elevation etc.? Required by any employee who self-performs, or supervises, construction-related tasks as part of the routine job assignments. Examples include trench & excavation safety, materials handling; fall protection & prevention, work with scaffolding, heavy equipment operations etc. Also may be required by certain states for employees who are working on a construction site due to a plant upgrade project.	One time		Y	Outside Vendor / Pure Safety
1	H&S	Overhead Crane/Hoist Training	Х		Will you be required to operate and/or maintain an overhead crane or hoist? This training is required by any employee whose work involves the use and operation of an overhead crane or hoist, either truck-mounted or fixed-facility.	2 yrs		Y	Supervisor / Outside vendor
I	H&S	Personal Protective Equipment	Х		Will you be required to use various types of Personal Protective Equipment in performing your assigned tasks?	2 yrs		Y	Supervisor / H&S Manager / Pure Safety (PPE 10 parts)
		Powered Industrial Truck (including Forklift) Training	X		Will you be required to operate a Powered Industrial Truck (forklift, powered pallet jack, utility cart)? A Powered Industrial Truck is power-propelled truck used to carry, push, pull, lift, stack or tier materials e.g. forklifts, pallet trucks, rider trucks, fork trucks, or lift trucks. Does not apply to earth moving equipment. Any training completed thru PureSafety must be supplemented with a field demonstration of skills (road test with the equipment to be operated) and documented.	3 Yrs		Y	Outside Vendor / H&S Manager / Pure Safety (for classroom part only)
		PPE - Respiratory Protection Awareness (Voluntary Use Training)		X	Will you voluntarily choose to wear a respirator even if the exposure to the hazard substance is below regulatory Permissible Limits. For workers who use their own or UW provided respirator for voluntary use, review of Appendix D of 29 CFR 1910.134 is required.	1 yr			Supervisor / H&S Manager / Pure Safety (part 8 of PPE module)
	H&S	Preventing Back Injuries	Х		Will your work require you to lift material more than 25 lbs?	2 yrs			Supervisor / Pure Safety
		Preventing Trip Slip & Falls	Х		Will you be walking in areas with potential slip and trip hazards?	2 yrs			Supervisor / Pure Safety
1		Process Safety Management (PSM) Training	Х		<b>Do you work at a facility covered by the OSHA Process Safety Management (PSM) Standard?</b> This training is required by any employee working at a jobsite where OSHA's Process Safety Management (PSM) Standard (29 CFR 1910.119) applies. (e.g. stores > 1,500 lbs of chlorine gas in any one locationorstores >10,000 lbs of anhydrous ammonia). see Appendix A of 29 CFR 1910.119	3 yrs		Y	Outside Vendor / H&S Manager
	H&S	Respirator Fit Test		X	<b>Does your job require you to wear a respirator, including a N95 or N99 dust mask?</b> This is not required for employees who voluntary use respirators when they are not required.	1 yr		Y	Outside Vendor

Sr. No.	S or E	Training Topic	Req	luired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Respiratory Protection Training	Х		Are you required to perform tasks that require the use of respiratory protection? This training is required by any employee required to wear a positive or negative pressure air-supplying/purifying respirator, Escape Breathing Apparatus, half-face or full-face cartridge respirator, or dust mask (N95 or N99). Not required for voluntary use of respirators.	1 yr		Y	Outside Vendor/ H&S Manager
	Env.	Sample Collection & Chain of Custody		Х	Are you responsible for collecting and/or transporting compliance samples.	2 Yrs		Y	Supervisor / Env Manager
	H&S	Scaffolding Safety		Х	Will you use or work on scaffolding? This is general awareness training and is required for any employee who must use scaffolding as a walking/working surface.	2 yrs			Supervisor / ES Instructor
	H&S	Scaffolding Safety - Competent Person		X	Will you be designated a "Competent Person" for scaffolding? "Competent Person" as defined in 29 CFR 1926.450(b) means "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them"	5 Yrs			Outside Vendor
	Env.	Spill Prevention, Control, and Counter-measure (SPCC)	Х		Will you be working on a site where SPCC regulations apply? This applies if the facility has petroleum products storage of more than 1320 gallons above ground or 10,000 UST capacity underground.	1 yr		Y	Supervisor / ES Instructor
	Env.	Storm-Water Pollution Prevention Plan		X	This training is required by all operations personnel at a site that has a storm-water pollution prevention permit.	1 yr		Y	Supervisor / ES Instructor
	Env.	Universal/Non-Hazardous Waste Management	Х		Will you be handling & Managing Universal/Non-Hazardous Waste? This applies to all Project Managers and any employees who's responsibilities include handling Universal /Non-Hazardous waste	1 yr		Y	Supervisor / H&S Manager
	Env.	Used Oil/ Waste Oil	Х		Will you be handling & Managing Used/Waste Oil?	1 yr		Y	Supervisor / Env Manager
	H&S	Work Zone Safety - Flagger		X	Will you be expected to perform Flagger duties during work zone activities?	2 yrs			Outside Vendor
	H&S	Work Zone Safety - General		X	Will you be working in, on, or next to vehicular traffic? This is also required for employees that must walk in or next to roadways when accessing collection or distribution system components.	2 yrs			ES Instructor / Outside Vendor
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Wastewater Operations

Employee No.: \_\_\_\_\_

Employee Sign:

Supervisor Sign:

Sr. No.	S or E	Training Topic	Required	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Aerial Lift Operations Training	X	Will you be required to use a company/client owned or rented aerial lift? Aerial lifts are vehicle- mounted devices, telescoping or articulating, or both, which are used to position personnel (extendible boom platforms), aerial ladders, articulating boom platforms, and vertical towers	3 yrs		Y	Outside Vendor/Supervisor
	EHS	Asbestos Awareness	X	Does your work involve or may involve the removal or handling of asbestos-containing materials or asbestos waste, or will you be required to work in areas where asbestos has been identified or is being handled?	1 yr			Outside Vendor/Pure Safety
	EHS	Asbestos Competent Person	X	Will your work require cutting, welding, grinding of Friable Asbestos Material (including working on or supervising repair/replacement of Asbestos Cement Pipe)	2 yrs			Outside Vendor
	H&S	Basic Rigging	X	<b>Does your Work Require any type of Rigging?</b> This training is intended for employees who perform basic rigging activities, such as using chain-falls, mechanical or electric hoists. Employees working with heavy lifts will require additional training.	3 yrs		Y	Outside Vendor/Supervisor/Pure Safety
	H&S	Bloodborne Pathogen Training	X	<b>Do you work where there is</b> <u>reasonable</u> anticipation of a needle stick injuryORare you "designated" for rendering 1 <sup>st</sup> aid assistance at work? This training is required for designated 1st aid responders and other similar job categories (confined space rescue personnel). It is NOT required just because an employee may come in contact with raw sewage or wastewater.	1 yr			Supervisor, Pure Safety
	H&S	Chemical Hygiene Plan Training	X	Will you work in a laboratory that performs any type of chemical, biological, or physical testing that involves the use of chemicals? Required for any employee who works in a laboratory where physical, biological, or chemical analysis is performed with the use of chemicals	1 yr		Y	Outside Vendor/ Supervisor
	Env.	Clean-Up Small Spills	X	Will your work require you to clean small chemical spills? Not required for office based personnel.	3 yrs			Outside Vendor/ Supervisor, Pure Safety
	H&S	Confined Space – Authorized Entrant, Attendant / Supervisor	X	Will you be performing duties for Authorized Entrant, Attendant, or Supervisor for permit- space entries? <u>Note:</u> Hands-on site training, including a mock permit space entry with non-entry rescuer and review of all related PPE and equipment is required.	1 yr		Y	Outside Vendor/ Supervisor, Pure Safety for class room part
	H&S	Confined Space –Rescue	X	Will you be assigned as a designated rescuer for permit-required confined spaces? Required for entry rescue personnel only.	1 yr		Y	Outside Vendor
	EHS	Contractor Safety	X	Will you be supervising and/or coordinating sub-contractor activities for United Water and/or the Client? This training is required for all Project Managers & Supervisors who manage sub-contactors for United Water.	3 yrs			Supervisor, H&S Manager
	H&S	CPR Training	X	Will you be expected to provide CPR as a requirement of your job duties (including Confined Space Rescue or Emergency Response)? Required by employee who is designated for rendering CPR as part of their job duties (where the travel time from a local EMS system is > 3-4 minutes in life threatening situations or > 15 minutes in non-life threatening situations).			Y	Outside Vendor , National Safety Council

Date: \_\_\_\_\_

\_\_\_\_\_

r. Sor o. E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
H&S	Defensive Driving - 4 Hrs			Have you been assigned a company vehicle to drive on a full-time basis Or is driving a primary job function per your job description?	3 yrs			National Safety Council / Outside Vendors
H&S	Defensive Driving Awareness	Х		Will you be authorized to drive a company owned or leased vehicle OR required to drive your personal or a rental vehicle while on company business (includes running errands pertaining to company business)?	3 Yrs.			Supervisor/Outside Vendor, Pure Safety
H&S	Dog Attack Prevention			Will you be accessing residential/customer properties? This training is for staff accessing private property to conduct tasks such as reading water meters or sampling distribution systems.	3 yrs			Outside vendor
Env.	DOT-Level 1 Shipper (US) – TDG (Canada)		Х	Will you be shipping hazardous material via courier, over the road, etc. Sample would be considered Hazardous material if their pH is $\leq 2$ or $\geq$ or are listed as Hazardous material by DOT.	3 yrs			Outside Vendor/ Supervisor
H&S	Electrical Hazards / NFPA 70 E			Will you be required to work on energized electrical circuits (above 50 volts)? This training is required for any employee who is authorized to perform work (above 50 volts) on energized electrical circuits or equipment. Follows Best Management Practices in the NFPA -70E Standard.	3 yrs		Y	Outside Vendor, Pure Safety for theoretical part.
EHS	Emergency Action Plan	Х		Will you have a role in your facility's Emergency Action Plan? All personnel working on/in a project or office that has an Emergency Action Plan and/or Emergency Response Plan is require to complete this training. <u>Note:</u> This training must include a documented review of the site/facility-specific Emergency Action Plan and/or Emergency Response Plan, including emergency notification and evacuation procedures.	1 yr		Y	Supervisor /Outside vendor, Pure Safety + requires review of site specific Emergency Plans.
Env.	Environmental Awareness Training - General (22 minutes PureSafety)		X	This training is required for all new/transferred employees. It covers general awareness level training related to environmental matters.	One time			Pure Safety
Env.	Environmental Awareness Training (O & M) (All 4 PureSafety Modules)	Х		This training is required for all new/transferred employees as well as all operations personnel who's work may have an impact on the environment. Employee completing this training do not need to complete General Environmental Awareness Training.	One time			Pure Safety
EHS	Environmental Services EH&S Orientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES? If yes, this training is required.	One Time			Supervisor, Pure Safety
H&S	Excavation & Trenching Safety Training - General		X	<b>Do you work at a jobsite where you must interface with others performing excavation work?</b> This includes work in or around trenching or excavation work that United Water perform, or if we interface with city/sub-contractor performing excavation work.	2 yrs			Outside Vendor, Pure Safety
H&S	Excavation Safety - Competent Person			Will you be designated a "Competent Person" for excavation? A "Competent Person" as defined by OSHA is the one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them".	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
EHS	Facility-Specific EH&S Orientation	Х		Are you a new/re- hire by UNITED WATER ENVIRONMENTAL SERVICES assigned to a project? If yes, this training is required. This training includes face-to-face review of new employee safety orientation packet (including incident reporting, review of Environmental Charter, site specific EH&S plans and emergency response plan.	One Time		Y	Supervisor, H&S Manager
H&S	Fall Protection Safety - Competent Person		Х	Will you be designated a "Competent Person" for fall protection systems? "Competent Person", as defined by OSHA, is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate these hazards.	5 Yrs		Y	Outside Vendor, Pure Safety for theoretical part only.
H&S	Fall Protection/Fall Prevention - Awareness	Х		Will you be using fall protection systems? This training is required for employees who are not designated competent person but may require to use fall protection system occasionally.	2 yrs			Outside vendor, Pure Safety for theoretical part only.
Env.	FEMA Incident Command System, Levels 100/200/700			Does our contract, client, or specific law require you to complete National Incident Management System training on the Incident Command System?	One time			FEMA Outside Vendor, Internet-based

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Fire Extinguisher	Х		Training is required for any employee who is/may be expected to use a portable fire extinguisher. It is also required for any employee who is assigned to inspect fire extinguishers monthly.	1 yr			ES Instructor / Outside Vendor / Pure Safety
	H&S	Fire Prevention Plan	X		<b>Does your site have a Fire Prevention Plan?</b> All personnel working on project or office that has a fire protection plan require this training. Training completed thru PureSafety must be supplemented with review of site specific fire protection plan.	1 yr		Y	Supervisor
	H&S	First-Aid	X		Will you be required to provide first aid as a requirement of your job duties (including Confined Space Rescue or Emergency Response)? Required for employee who is designated as responsible for rendering first aid as part of their job duties (where the travel time from a local EMS is > 3-4 minutes in life threatening situations or >15 minutes in non-life threatening situations).				Outside Vendor / National Safety Counsel
	H&S	Hand & Power Tools	X		<b>Does your work require the use of powered hand tools?</b> This training is required for employees who routinely use powered tools such as drills, grinders, saws, etc.	3 yrs			Supervisor / Pure Safety
	H&S	Hazard Communication	X		Will you be working with or near Hazardous Chemicals? Mandatory for all employee who have a potential of exposure to Hazardous chemicals and/or work at a facility where hazardous chemicals are used/stored. <u>Note:</u> Training includes a documented review of the site-specific hazardous chemical inventory, locations of MSDS books and where chemicals are used/stored and overview of MSDS for chemicals routinely used.	1 yr		Y	Supervisor / Pure Safety
		HAZWOPER - 1st Responder Awareness Level	X		Will you be required or expected to notify a supervisor if you witness or discover an uncontrolled release/spill of a hazardous substance? Recommended for all Operations and Maintenance employees.	1 yr		Y	Supervisor / H&S Manager
	H&S	HAZWOPER - 1st Responder Operations Level		X	Will you be required to respond to an uncontrolled release of a hazardous substance in a defensive fashion only; without actually trying to stop the release?	3 yr		Y	Outside Vendor / H&S Manager
	H&S	Hazwoper 40-Hr Site Worker		Х	Will you work (or are authorized to work) on a HAZWOPER Site?	One Time			Outside Vendor / H&S Manager
	H&S	Hazwoper 8-Hr Refresher		X	Will you work (or are authorized to work) on a HAZWOPER site and have previously had HAZWOPER 40-Hour Training (mandatory for both employees as well as supervisors working on HAZWOPER site)?	1 yr			ES Instructor / H&S Manager
	H&S	Hazwoper 8-Hr Supervisor		Х	Will you be supervising employees or directing work on a HAZWOPER site?	One time			ES Instructor / H&S Manager
		Hearing Conservation - Awareness	X		Will you be assigned, or have the potential to be assigned, to a work area designated as "Hearing Protection Required"? This training is only required for employees who work in areas where measured noise levels exceed 85 decibels on an 8-hr time weighted average. It is not required when voluntary use of hearing protection is worn for nuisance noise or comfort.	2 yrs			Supervisor / Pure Safety (Part 7- 10 of PPE training)
	H&S	Heavy Equipment-Specific Training		X	Will you be required to operate any piece of heavy equipment (skid-steer, Bobcat, earth- moving equipment, crane trucks, street sweepers, backhoes/frontend loaders)?	3 Yrs		Y	Supervisor / Outside Vendor
	H&S	Hot Work Safety		X	Will you be required to perform Hot Work (welding, brazing, soldering, torch-cutting, grinding operations) using any of the following methods? Oxygen/Fuel-Gas Cutting, Arc Welding, Resistance Welding; required for any employee authorized to use welding, cutting, or brazing equipment on a jobsite.	3 yrs		Y	Supervisor/ H&S Manager / Outside Vendor
	H&S	Job Hazard Analysis / Safe Work Plan	Х		Will you be working in the field or at a project/plan/facility? Mandatory training for anyone working in the field or on a project.	2 yrs			Supervisor / H&S Manager / Pure Safety

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
- I	Env.	Lab QA/QC		X	Will you be working in a Laboratory for United Water where regulatory analysis are performed ? Review of Lab QA/QC Manual is required.	3 Yrs			Supervisor / H&S Manager
I	H&S	Ladder Safety	Х		<b>Does your work involve use of portable or permanent ladders?</b> This training is intended for field based personnel and is not required for office-based personnel who have occasional need for using ladders.	2 yrs			Supervisor / H&S Manager / Pure Safety
		Lockout/Tagout – "Affected" Employee Training	Х		Will you be working with or around any machines or equipment that may need to be locked or tagged out? This training is required for all employees who may operate equipment on which servicing or maintenance can be performed under lockout/tagout OR if they can be in an area where such servicing or maintenance may be performed.	1 yr		Y	Supervisor / H&S Manager / Pure Safety
I		Lockout/Tagout – "Authorized" Employee Training	Х		Will you be required to Lock or Tag out equipment as an authorized person? This training is required when an employee is authorized to lock/tagout equipment on which (s)he or other people may work or come in contact with.	1 yr		Y	Supervisor / H&S Manager / Pure Safety (for class room part)
I	H&S	Machine Guarding	Х		<b>Does your work involve working with or near machines that require guarding?</b> Not required for office-based personnel.	2 yrs			Supervisor / Pure Safety
I	H&S	Office Ergonomics		Х	Will you be working at a computer work station for 4 hours or more during a typical day?	2 yrs			Supervisor / Pure Safety
	Env.	On-Site Compliance Document	Х		This training is required for all operational personnel at a project that has an on-site compliance document. It includes a review of regulatory compliance.	3 yrs		Y	Supervisor. Require review of site specific OCD.
		OSHA 10-Hr Construction Safety –Construction Safety Training Systems (Canada)		X	Will you be required to work on construction related tasks as part of your routine duties (e.g. excavation/ trenching/scaffolding/ work at elevation etc.? Required by any employee who self-performs, or supervises, construction-related tasks as part of the routine job assignments. Examples include trench & excavation safety, materials handling; fall protection & prevention, work with scaffolding, heavy equipment operations etc. Also may be required by certain states for employees who are working on a construction site due to a plant upgrade project.	One time		Y	Outside Vendor / Pure Safety
	H&S	Overhead Crane/Hoist Training	Х		Will you be required to operate and/or maintain an overhead crane or hoist? This training is required by any employee whose work involves the use and operation of an overhead crane or hoist, either truck-mounted or fixed-facility.	2 yrs		Y	Supervisor / Outside vendor
I	H&S	Personal Protective Equipment	Х		Will you be required to use various types of Personal Protective Equipment in performing your assigned tasks?	2 yrs		Y	Supervisor / H&S Manager / Pure Safety (PPE 10 parts)
		Powered Industrial Truck (including Forklift) Training	X		Will you be required to operate a Powered Industrial Truck (forklift, powered pallet jack, utility cart)? A Powered Industrial Truck is power-propelled truck used to carry, push, pull, lift, stack or tier materials e.g. forklifts, pallet trucks, rider trucks, fork trucks, or lift trucks. Does not apply to earth moving equipment. Any training completed thru PureSafety must be supplemented with a field demonstration of skills (road test with the equipment to be operated) and documented.	3 Yrs		Y	Outside Vendor / H&S Manager / Pure Safety (for classroom part only)
1		PPE - Respiratory Protection Awareness (Voluntary Use Training)		X	Will you voluntarily choose to wear a respirator even if the exposure to the hazard substance is below regulatory Permissible Limits. For workers who use their own or UW provided respirator for voluntary use, review of Appendix D of 29 CFR 1910.134 is required.	1 yr			Supervisor / H&S Manager / Pure Safety (part 8 of PPE module)
	H&S	Preventing Back Injuries	Х		Will your work require you to lift material more than 25 lbs?	2 yrs			Supervisor / Pure Safety
		Preventing Trip Slip & Falls	Х		Will you be walking in areas with potential slip and trip hazards?	2 yrs			Supervisor / Pure Safety
		Process Safety Management (PSM) Training	Х		<b>Do you work at a facility covered by the OSHA Process Safety Management (PSM) Standard?</b> This training is required by any employee working at a jobsite where OSHA's Process Safety Management (PSM) Standard (29 CFR 1910.119) applies. (e.g. stores > 1,500 lbs of chlorine gas in any one locationorstores >10,000 lbs of anhydrous ammonia). see Appendix A of 29 CFR 1910.119	3 yrs		Y	Outside Vendor / H&S Manager
	H&S	Respirator Fit Test		X	<b>Does your job require you to wear a respirator</b> , <b>including a N95 or N99 dust mask?</b> This is not required for employees who voluntary use respirators when they are not required.	1 yr		Y	Outside Vendor

Sr. No.	S or E	Training Topic	Req	uired	Assessment Question	Training Frequency	Date Last Completed	Site Specific	Approved Instructors
	H&S	Respiratory Protection Training	Х		Are you required to perform tasks that require the use of respiratory protection? This training is required by any employee required to wear a positive or negative pressure air-supplying/purifying respirator, Escape Breathing Apparatus, half-face or full-face cartridge respirator, or dust mask (N95 or N99). Not required for voluntary use of respirators.	1 yr		Y	Outside Vendor/ H&S Manager
	Env.	Sample Collection & Chain of Custody	Х		Are you responsible for collecting and/or transporting compliance samples.	2 Yrs		Y	Supervisor / Env Manager
	H&S	Scaffolding Safety		Х	Will you use or work on scaffolding? This is general awareness training and is required for any employee who must use scaffolding as a walking/working surface.	2 yrs			Supervisor / ES Instructor
	H&S	Scaffolding Safety - Competent Person		X	<b>Will you be designated a "Competent Person" for scaffolding?</b> "Competent Person" as defined in 29 CFR 1926.450(b) means "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them"	5 Yrs			Outside Vendor
	Env.	Spill Prevention, Control, and Counter-measure (SPCC)	Х		Will you be working on a site where SPCC regulations apply? This applies if the facility has petroleum products storage of more than 1320 gallons above ground or 10,000 UST capacity underground.	1 yr		Y	Supervisor / ES Instructor
	Env.	Storm-Water Pollution Prevention Plan		X	This training is required by all operations personnel at a site that has a storm-water pollution prevention permit.	1 yr		Y	Supervisor / ES Instructor
	Env.	Universal/Non-Hazardous Waste Management	Х		Will you be handling & Managing Universal/Non-Hazardous Waste? This applies to all Project Managers and any employees who's responsibilities include handling Universal /Non-Hazardous waste	1 yr		Y	Supervisor / H&S Manager
	Env.	Used Oil/ Waste Oil	Х		Will you be handling & Managing Used/Waste Oil?	1 yr		Y	Supervisor / Env Manager
	H&S	Work Zone Safety - Flagger		X	Will you be expected to perform Flagger duties during work zone activities?	2 yrs			Outside Vendor
	H&S	Work Zone Safety - General		X	Will you be working in, on, or next to vehicular traffic? This is also required for employees that must walk in or next to roadways when accessing collection or distribution system components.	2 yrs			ES Instructor / Outside Vendor
						I	I	I	

#### Employee Name: Employee Number:

All potential operator's must be trained in these areas and demonstrate at an acceptable level all aspects of the position

Assessment Question	Date Completed	Site Specific	Approved Instructors	Instructor Signature
Calibrate all meters that will be required to be utilized through the course of the shift		No	Lead Operator / SOP	-
Collect samples and perform various tests such as pH, D.O., CL2 residual, MLSS and MLVSS; analyze results and make process control changes based on these lab results and instruction from their immediate supervisor		Yes	Lead Operator / SOP	
Documents readings, test results, equipment adjustments and enter data into a computer data base for record maintenance and to produce periodic and special reports		No	Supervisor	
Monitors and observes treatment process for offensive matter; inspects equipment and monitors operating conditions, meters, and gauges to determine load requirements and detect problems		Yes	Supervisor	
Cleans various tanks, chambers, and basins		No	Lead Operator / SOP	
Transfers various chemicals from one container to the other. Makes chemical feed adjustments as necessary		No	Supervisor	
Changes chlorine and sulfur dioxide cylinders and checks for leaks. Also adjusts feed rate as required		Yes	Lead Operator / SOP	
Handling in using machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items such as pumps, mixers, blowers, or laboratory equipment		No	Supervisor	
High School Diploma or GED		No	Dept of Ed	
Safety practices, procedures and equipment used		No	Lead Operator / SOP	
The operation of motor vehicles and equipment with specialized controls under all types of weather conditions to include tapping machine, whacker packer, pump, air compressor, hand tools, cleaning equipment, painting equipment, lawn equipment, and jackhammer		No	Supervisor	
Understand and follow oral and written instructions		No	Supervisor	
Lift objects weighing over 100 pounds from floor to waist level		No	Supervisor	
Climb and work off a ladder or scaffold and climb into vehicles having high ground clearance		Yes	Supervisor	
Walk up to 5 miles per 8 hour shift		Yes	Supervisor	
Ascend and descend up to 1,000 steps in an 8 hour shift		Yes	Supervisor	
Carry a 50 pound tool box up a flight of stairs		Yes	Supervisor	
Able to work in constricted places		Yes	Supervisor	
Flexibility to reach, stoop, and bend to accomplish job tasks		Yes	Supervisor	
Prepare routine records and logs		Yes	Lead Operator / SOP	
Perform mathematical computations		No	Supervisor	
Work emergency duty during non-scheduled work hours		No	Manager	
Work overtime, work any day, including all State and Federal recognized holidays		No	Supervisor	
	1 1			



## Appendix B-1

# **Technical Training Master Sheet**

## **CITY OF JACKSON TRAINING PROGRAM**

### **Technical Training Master Sheet**

Sewer Maintenance Department

(R) for Required • (S) for Applicable to some • (r) for Recommended

STSSISS	CAO	Deputy CAO	Public Works Director	Deputy Director of Operations	Utilities Manager	Project/Construction Manager	Sewer Systems Superintendent	Engineer(s)	<b>Engineering Technicians/Inspectors</b>	Drafting Technician	<b>Metering Station Technician</b>	Sewer Meter Maintneance Worker	Purchasing Manager/Supervisor	Inventory Controller/Storekeeper	Office Coordinator	Secretary(s)	Public Service Dispatcher	Sewer Systems Supervisor		Heavy Equipment Operator II			Equipment Operator I	<b>Senior Manintenacne Worker</b>	<b>Maintenance Worker II</b>	Maintenance Worker I
Work Group:	Management/ Engineering/Administration													Collection System Maintenance												
Technical Training																				IV	lall	iten	and	.e		
Air/Vac Valve 0&M	T	1	<u> </u>		R	S	R	S	R		R							R	R	1		<u> </u>		R	R	R
ARV installation and Maintenance					R	S	R	S	R		R							R	R	İ –				R	R	R
Back Flow Prevention					R	S	R	S	R		R							R	R					R	R	R
Billing Rates/Process	R	R	R	R	R	S	R	S							R	R	R									
Biological Analysis				R	R	S		S	S																	
Cavity/ Sinkholes Repair					R	S	R	S	R						R		R	R	R	R	R	R	R	R	R	R
CCTV Sewer Inspection					R	S	R	S										R	R	R		R	R			
Chemical Spill Response	R	R	R	R	R	S	R	S	R						R		R	R	t	t						
City Construction Standards		1		R	R	R	R	R	R	R			R	R				R	1	1						
City Ordinances	R	R	R	R	R	R	R	R	R	R	R		R		R	R	R	R	1	1						
City Specifications				R	R	R	R	R	R	R	R		R	R				R								
Collection System Operations					R	R	R	R	R		R							R	R	R	R			R	R	R
Concrete Grouting		Ì			R	S	R	S	R									R	R	R		R	R	R	R	R
Consent Decree	R	R	R	R	R	R	R		R	R	R		R	R	R	R	R	R								
Contracts	R	R	R	R	R	R	R	R					R													
Construction Management	R	R	R	R	R	S	R	S	R																	
Disinfection					R	S	R	S	R		R							R	R	R	R	R	R	R	R	R
Dye Testing					R	S	R	S	R		R							R	R	R	R	R	R	R	R	R
Electricity for Non-Electricians					R	R	R	R	R		R							R	R	R	R	R	R	R	R	R

## **CITY OF JACKSON TRAINING PROGRAM**

### **Technical Training Master Sheet**

Sewer Maintenance Department

(R) for Required • (S) for Applicable to some • (r) for Recommended

STACKS 22	CAO	Deputy CAO	Public Works Director	Deputy Director of Operations	Utilities Manager	Project/Construction Manager	Sewer Systems Superintendent	Engineer(s)	<b>Engineering Technicians/Inspectors</b>	Drafting Technician	<b>Metering Station Technician</b>	Sewer Meter Maintneance Worker	Purchasing Manager/Supervisor	Inventory Controller/Storekeeper	Office Coordinator	Secretary(s)	Public Service Dispatcher	Sewer Systems Supervisor	Crew Leader	Heavy Equipment Operator II	Heavy Equipment Operator I	Equipment Operator II	Equipment Operator I	Senior Manintenacne Worker	Maintenance Worker II	Maintenance Worker I
Work Group:		]	Mai	nage	eme	ent/	/ En	gin	eer	ing	/Ac	dmi	inis	trat	tion	l			(		lect 1air				n	
Technical Training				-				-			-									IV	1411	iten		ce		
Elevated Creek Crossing Inspection	-	1 1	-	-	р	c	R	c	R		1	1	1	1	1	1	1 1	R	R	1	1	1	1	1	1	
Emergency Response (Chlorine)						<u>S</u> <b>R</b>	R	S R	R						R		R	R	R							<u> </u>
Emergency Response Protocol	R	R	R	R		R	R	R	R	R	R		D	R		R	R	R	R	D	R	R	R	R	R	R
Environmental Monitoring		K	N	N		S	K	S	S	S	S			N	N	N		K			N	N	K	K	IN I	IX.
EPA Clean Water Act	R	R	R	R		R		S	S	5	5															
External Sewer inspection		K	N	N	R	R	R	S	R									R	R	R	R	R	R	R		
Flow Meters: installation and Operation	_					R	R	S	R		R							R	N	K	K	N	K	K		
Force Mains	_			-+	R	R	R	S	R		N		S	S	R		R	R	R	R	R	R	R	R		
Hydraulic Modeling Overview		$\left  \right $				R	R	S	S				5	5			IN I							n n		
I&C Training for Operators	-					R	R	S	R	S	R		+						+	+	+					
Identifying Inflow/ Infiltration	-					R	R	R	R	S			+		R		R	R	R	R	R	R	R	R	R	R
Inspection of Large Diameter Sewer Lines					R	S	R	S	R	5								R	R	<u> </u>	<u> </u>					
Jet Rodder Cleaning					R	S	R	S	S				$\mathbf{T}$					R	R	R	R					
Laboratory					R	S		S	5				$\mathbf{T}$					Ê			†					
Land Application Site					R	S		S					$\mathbf{I}$							1	t					
Line Abandonment						R	R	S	R				1					R	R	1	1					
Line Installation					R	S	R	S	R									R	R	R	R	R	R	R		
Main Line Stoppers					R	S	R	S	R				$\mathbf{t}$					R	R	R		R	R	R	R	R
Manhole Cleaning					R	S	R	S	R				1					R	R	R		R	R	R	R	R

## **CITY OF JACKSON TRAINING PROGRAM**

### **Technical Training Master Sheet**

Sewer Maintenance Department

(R) for Required • (S) for Applicable to some • (r) for Recommended

STISSING PR	CAO	Deputy CAO	<b>Public Works Director</b>	Deputy Director of Operations	Utilities Manager	Project/Construction Manager	Sewer Systems Superintendent	Engineer(s)	<b>Engineering Technicians/Inspectors</b>	Drafting Technician	<b>Metering Station Technician</b>	Sewer Meter Maintneance Worker	Purchasing Manager/Supervisor	Inventory Controller/Storekeeper	Office Coordinator	Secretary(s)	<b>Public Service Dispatcher</b>	Sewer Systems Supervisor	Crew Leader	Heavy Equipment Operator II	Heavy Equipment Operator I	Equipment Operator II	Equipment Operator I	Senior Manintenacne Worker	Maintenance Worker II	Maintenance Worker I
Work Group:	Management/ Engineering/Administration															Collection System Maintenance						1				
Technical Training																	<u> </u>	<u> </u>								
Manhole Construction	1				R	S	R	S	R									R	R	R	R	R	R	R	R	R
Manhole Inspections					R	S	R	S	R									R	R	R	R	R	R	R	R	R
Manhole Sealing					R	S	R	S	R									R	R							
Manhole Surcharge					R	S	R	S	R									R	R	R	R			R	R	R
MDOT Requirements					R	S	R	S	R									R	R	R	R	R	R	R		
NIMS IS-100.PWb				R	R	R	R	R	R																	
NIMS IS-200.b				R	R																					
NIMS IS-700.a				R	R	R	R	S	S																	
NIMS IS-800.b	R	R	R																							
NPDES	R	R	R	R	R	S	R	S	R									R	R							
Pole Camera Sewer Inspection					R	S	R	S	R									R	R							
Pre-Treatment					R	S		S	S																	
Program Management	R	R	R	R	R	R	R	S																		
Pumps					R	R	R	R										R	R	R	R	R	R	R	R	R
QA/QC	R	R	R	R	R	R	R		R		R		R	R	R	R										
Raising/Lowering Manholes					R	S	R	S	R									R		R		R	R			
Repair/Replace Sewer Mains					R	S	R	S	R									R	R	R	R	R	R	R	R	R
Right of Way and Easement Inspection					R	S	R	S										R								

#### **Technical Training Master Sheet**

Sewer Maintenance Department

(R) for Required • (S) for Applicable to some • (r) for Recommended

STSSLEE STSSLEE	CAO	Deputy CAO	Public Works Director	<b>Deputy Director of Operations</b>	<b>Utilities Manager</b>	<b>Project/Construction Manager</b>	Sewer Systems Superintendent	Engineer(s)	<b>Engineering Technicians/Inspectors</b>	Drafting Technician	<b>Metering Station Technician</b>	Sewer Meter Maintneance Worker	Purchasing Manager/Supervisor	Inventory Controller/Storekeeper	Office Coordinator	Secretary(s)	<b>Public Service Dispatcher</b>	Sewer Systems Supervisor	Crew Leader	Heavy Equipment Operator II	Heavy Equipment Operator I	Equipment Operator II	Equipment Operator I	Senior Manintenacne Worker	Maintenance Worker II	Maintenance Worker I
Work Group:			Ma	nag	em	ent	/ En	igin	eer	ing	/Ad	lmi	inis	trat	ion	ı			(		ecti Iain			ten ce	1	
Technical Training																										
Sedimentation and Erosion Control		1			R	S	R	S	R									R								
Sewer Overflow Response Plan (SORP)	R	R	R	R	R	R	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R
Smoke Testing					R	S	R	S	R									R	R	R	R	R	R	R	R	R
Stormwater Ordinances	R	R	R	R	R	R	R	R	R		R							R								
Underground Storage Tanks					R	S		S	S																	
Utility Protection-Safe Digging					R	S	R	S	R									R	R			R	R	R		R
Water and Wastewater Technical Terminology	R	R	R	R	R	R	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R
Technical Certification																										
Class I																										
Class II																										
		1	1	I																						
Class III																		_								
					r																					
Class III					r																					
Class III Class IV					r																					

### Appendix B-2

# **Skills Training Master Sheet**

**Skills Training Master Sheet** 

Sewer Maintenance Department

STISSING STREET	CAO	Deputy CAO	Public Works Director	Deputy Director of Operations	Utilities Manager	<b>Project/Construction Manager</b>	Sewer Systems Superintendent	Engineer(s)	<b>Engineering Technicians/Inspectors</b>	Drafting Technician	<b>Metering Station Technician</b>	Sewer Meter Maintneance Worker	<b>Purchasing Manager/Supervisor</b>	Inventory Controller/Storekeeper	Office Coordinator	Secretary(s)	Public Service Dispatcher	Sewer Systems Supervisor	Crew Leader	Heavy Equipment Operator II	Heavy Equipment Operator I	Equipment Operator II	Equipment Operator I	Senior Manintenacne Worker	Maintenance Worker II	Maintenance Worker I
Work Group:			Ma	nag	eme	ent/	/ En	gin	eer	ing	/Ac	lmi	nist	trati	ion				(				Sys and		n	
Skills Training	-	-			-									-		_			1	7			1			
Backfill Placement and Compaction					R	R	R	S	R									R	R	R	R	R	R	R	R	R
Backhoe/ Loader Operator																				R	R					
Commercial Drivers License	_																_			R	R	R	R			
Equipment Training	_																			R	R	R	R			
Field Customer Service	_				R	R	R	S	R								_	R	R	R	R	R	R	R	R	R
Field Hydraulics	_																_	R	R							
Heavy Equipment Operations	_																			R						
Jet Truck Operation	_																	R	R	R	R					
Job Site Set-up	_																	R	R					R		
Portable Pumps and Equipment	_				R	R	R		R									R	R	R		R	R	R	R	R
Proper Use of Construction Materials		<u> </u>			R	R	R	S	R									R	R	R	R	R	R	R	R	R
Pumper Truck Operator																				R	R					
Reading Maps and Plans																		R	R					R		
Rigging Training					R	R	R	S	R									R	R	R	R	R	R	R	R	R
Surveying																		R								
Trench Shoring					R	R	R	S	R									R	R	R	R	R	R	R	R	R

### Appendix B-3

### Safety Training Master Sheet

**Safety Training Master Sheet** 

Sewer Maintenance Department

STISSING ACTOR	CAO	Deputy CAO	Public Works Director	Deputy Director of Operations	Utilities Manager	Project/Construction Manager	Sewer Systems Superintendent	Engineer(s)	<b>Engineering Technicians/Inspectors</b>	Drafting Technician	Metering Station Technician	Sewer Meter Maintneance Worker	Purchasing Manager/Supervisor	Inventory Controller/Storekeeper	Office Coordinator	Secretary(s)	Public Service Dispatcher	Sewer Systems Supervisor	Crew Leader	Heavy Equipment Operator II	Heavy Equipment Operator I	Equipment Operator II	Equipment Operator I	Senior Manintenacne Worker	Maintenance Worker II	Maintenance Worker I
Work Group:			Mai	nag	eme	ent,	/ En	gin	eer	ing/	/Ad	lmi	nist	rat	ion				(				Sys and		1	
Safety Training																										
Avoiding Carpal Tunnel	R		R	R	R	R	R	R	S	R			R	R	R	R	R									
Back Safety	R		R	R	R	R	R			R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Blood Borne Pathogens					R	R	R		R			R						R	R	R	R	R	R	R		R
Chemical Safety					R	S	R	S	S									R	R	R	R	R	R	R		R
Compressed Air and Explosive Gas					R	S	R	S	S									R	R	R	R	R	R	R		R
Confined Space					R	S	R	S	S									R	R	R	R	R	R	R		
CPR, First Aid, AED	R		R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R		R	R	R	R
Crane Safety					R	R												R	R	R	R					
Defensive Driving	R		R	R	R	S	R	S			R		S	S				R	R	R	R	R	R			
Electrical Safety				R	R	S	R	S	S									R	R	R	R	R	R	R	R	R
Ergonomics and Manual Handling	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R		R
Fall Protection & Heights					R	S	R	S	S									R	R	R	R	R	R	R		R
Fire Safety	R		R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R		R
Flagging					R	S	R	S	S									R	R	R	R	R		R		R
Forklift Safety					R	S	R											R	R	R	R					
Groundskeeping	R		R	R	R	S	R	S	S						R			R	R	R	R	R	R	R	R	R
Hazard Communication	R		R	R	R	R	R	R	R						R	R	R	R	R							
Heat Stress					R	S	R	S	S									R	R	R	R	R	R	R	R	R

**Safety Training Master Sheet** 

Sewer Maintenance Department

OF JACKS OF	CAO	Deputy CAO	Public Works Director	Deputy Director of Operations	Utilities Manager	Project/Construction Manager	Sewer Systems Superintendent	Engineer(s)	<b>Engineering Technicians/Inspectors</b>	Drafting Technician	<b>Metering Station Technician</b>	Sewer Meter Maintneance Worker	<b>Purchasing Manager/Supervisor</b>	Inventory Controller/Storekeeper	Office Coordinator	Secretary(s)	<b>Public Service Dispatcher</b>	Sewer Systems Supervisor	Crew Leader	Heavy Equipment Operator II	Heavy Equipment Operator I	Equipment Operator II	Equipment Operator I	Senior Manintenacne Worker	Maintenance Worker II	Maintenance Worker I
Work Group:			Ma	nag	em	ent	/ En	gin	eer	ing	/Ad	lmi	nist	rat	ion	L			(				Sy: Sy:	stei	m	
Safety Training																					1411	IIC.	Ian			
Heavy Equipment	T	1			R	S	R	S	S					-				R	R	R	R	R	R	R	R	R
Housekeeping and Sanitation	R		R	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R			R
Insect Bites					R	S	R	S	S			~						R	R	R	R	R	R			R
Ladders and Scaffolds					R	S	R	S	S									R	R	R		R	R			R
Lock Out/Tag Out					R	S	R	S	S									R	R	R	R	R	R			R
Material Handling and Storage					R	S	R	S	S									R	R	R		R	R			R
Mississippi 811	R		R	R	R	S	R	S										R	R	R		R	R			R
Night Work					R	0			0									S	S	S	S	S	S	S		S
Noise and Hearing Conservation	1				R	S	R	S	S									R	R			R	R	R		R
Office Safety	R		R	R	R	R	R	R		R	R	R	R	R	R	R	R									$\square$
Personal Protection Equipment	1				R	S	R	S	S	-	-	-		-	-	_		R	R	R	R	R	R	R	R	R
Personal Sanitation	R		R	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R			R
Power Tools					R	S	R	S	S									R	R	R		R	R			R
Rotating Equipment	1				R	S	R	S	S									R	R	R	R	R	R			R
Slip, Trip and Fall Safety Section	1				R	S	R	S	S									R	R	R	R	R	R			R
Spills and Secondary Containment	1				R	S	R	S	S									R	R	R	R	R	R		-	R
Traffic Control	1				R	S	R	S	S									R	R	R	R	R	R			R

**Safety Training Master Sheet** 

Sewer Maintenance Department

STSSLEE STSSLEE	CAO	Deputy CAO	Public Works Director	Deputy Director of Operations	Utilities Manager	Project/Construction Manager	Sewer Systems Superintendent		Engineering Technicians/Inspectors	Drafting Technician	Metering Station Technician	Sewer Meter Maintneance Worker	Purchasing Manager/Supervisor	Inventory Controller/Storekeeper	Office Coordinator	Secretary(s)	Public Service Dispatcher	Sewer Systems Supervisor	Crew Leader	Heavy Equipment Operator II	Heavy Equipment Operator I	Equipment Operator II	Equipment Operator I	Senior Manintenacne Worker	Maintenance Worker II	Maintenance Worker I
Work Group:		]	Man	age	eme	ent/	′ En	gin	eer	ing	;/Ac	dmi	nis	trat	tion	ı			(				Sys and	ten ce	1	
Safety Training																										
Walking and Working Surfaces					R	S	R	S	S									R	R	R	R	R	R	R	R	R
Water Safety					R	S	R	S	S									R	R	R	R	R	R	R	R	R
Welding Safety					R	S	R	S	S									S	S	S	S	S	S	S		
Working Outdoors					R	S	R	S	S									R	R	R	R	R	R	R	R	R

## Appendix C

# **Employee Training Record**



# City of Jackson

#### **EMPLOYEE TRAINING RECORD**

POSITION:

EMPLOYEE:

	Reqiuired		Englionau	Date
Current	Promotion	Task	riequency	Completed
╉─────				
1				
<u> </u>				
_	Deat to d			D i
<b>6</b>			Frequency	Date
Current	Promotion	Task	- 1	Completed
+				
+				
1				
<u> </u>				
	1			
		Current       Promotion         Image: Constraint of the second state of the sec	Current         Promotion         Task           Image: Constraint of the strength of the strenge strength of the strenge s	Current       Promotion       Task       Frequency         Image: Current       Image: Current       Image: Current       Image: Current         Image: Current       Image: Current       Image: Current       Image:

Appendix D

# CMOM Training Program Implementation Schedule



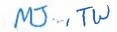




Task	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	0ct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15 May-15	Jun-15	Jul-15	Aug-15	Sep-15	0ct-15	Nov-15	Dec-15
EPA Review																					
Training Coordinator																					
Develop job criteria																					
Advertise position																					
Interview candidates																					
Hire training coordinator					•																
Employee Training Requirements																					1
Determine required training for each position																					
Create each employee's training record																					1
																					,
Course Procurement																					
Determine courses needed																					1
Review course offerings from Vendors & media																					
Order media courses																					1
Choose vendors																					I
Implementation of CMOM Training Program														•							
																					, I
Conduct Training																					, I
Train the trainers																					
Conduct in-house training																					
Training from outside vendors																					
Attend conferences & Seminars																					1
On-the-Job Training																					1
Available Outside Training																					<u> </u>
MWPCOA District 3 Bi-monthly meeting																					
MWPCOA/MDEQ Short Course																					
MWPCOA/MDEQ 1-Day training																					
MsRWA Annual Conference																					I
MsRWA Seasonal Training																					
MsRWA Certification Review																					I
MsRWA 1-Day Training																					
MWEA Annual Conference											1		1								

Appendix E

**EPA Approval Letter** 





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY REGION 4 ATLANTA FEDERAL CENTER 61 FORSYTH STREET ATLANTA, GEORGIA 30303-8960 APR 2 5 2014

CERTIFIED MAIL 7012 1010 0002 0759 6830 RETURN RECEIPT REQUESTED

City of Jackson Attn.: The Honorable Charles Tillman Acting Mayor, City Hall 219 South President Street Jackson, Mississippi 39205 RECEIVED

APR 3 0 2014

OFFICE OF THE CITY ATTORNEY

Re: CMOM Training Program Approval City of Jackson, Mississippi Consent Decree Case No.: 3:12-cv-790 TSL-JMR

Dear Mayor Tillman:

The U.S. Environmental Protection Agency Region 4 has consulted with the Mississippi Department of Environmental Quality (MDEQ) upon reviewing the CMOM Training Program dated February 28, 2014, pursuant to Section V. of the subject Consent Decree above. The EPA and the MDEQ hereby approve this document pending changes reflective of the following comments.

- 1. Page 3-4: The last sentence of the second paragraph on this page states, "It is further recommended that all Crew Leaders, ....should be required to obtain a Class II-C Certification." This guidance document should be the tool used to determine this type of requirement. When the document says "recommended that" it "should be required," is it not the City that says whether it is required or not (outside of any state/federal requirements)? If this is a recommended." If the City feels that this is a required certification, then the document should clearly state as such (and fully fund the requirement).
- 2. <u>Page 6-, Section 6.1</u>: "The Public Works Department currently does not have a does not have a staff member dedicated to coordinating training activities." Please delete the second "does not have a." Also, please include in your quarterly reports your efforts to fill the Training Coordinator position.
- 3. <u>Page 6-1. Section 6.1</u>: Please add to the Duties of the Training Coordinator the following:
  - a. Annual training program review and recommendations for improvement to the Director of Public Works (or delegated official), to include a review of CMOM Training Program guidance documents and training materials. (Or something to this affect so as to ensure the training program effectiveness is being reviewed at least annually and that program documents are being appropriately updated).

The EPA expects that the City of Jackson will revise and resubmit (for the EPA's records) the CMOM Training Program document and certification that the program has been fully implemented no later than 12 months of receipt of this letter, pursuant to Paragraph 32 of the Consent Decree. If you should have any questions regarding the above comments, please contact Mr. Brad Ammons at (404) 562-9769 or via email at <u>ammons.brad@epa.gov</u>.

Sincerely,

Maurice L. Horsey, IV, Chief Municipal & Industrial Enforcement Section Clean Water Enforcement Branch

cc: Mr. Les Herrington, P.E. Mississippi Department of Environmental Quality

Mr. Terry Williamson City of Jackson

Mr. Willie Bell City of Jackson