

	START GROUP STANDARD OPERATING POLICY	
	SUBJECT: Training Requirements	SOP: A - 9
	INDEXED AS: Administrative Policy	EFFECTIVE DATE: 1/1/2014
	APPROVED BY: Michael Kelly Director	REVISION DATE: 1/1/2014

POLICY

In order to safeguard and protect our customers and **START** Group employees during training and/or standby/rescue activities and meet regulatory standards, **START** Group employees shall follow the procedures defined by this document.

SCOPE

This policy applies to all **START** Group employees involved in training and/or standby/rescue activities.

PROCEDURES

The hazardous nature of training and/or standby/rescue work requires that all **START** Group employees meet the following minimum training requirements:

A. Classroom and skills training

All **START** Group employees shall complete annual classroom and skills training in the following areas prior to their assignment in areas affected by these activities:

1. Confined space entry and rescue (based on Operational Policies O-2)
2. Trench and competent person (based on Operational Policy O-3)
3. Respirator use (based on Operational Policy O-4)
4. Fall protection and prevention (based on Operational Policy O-5)
5. Lockout/tagout (based on Operational Policy O-7)
6. Emergency services (based on Operational Policy O-12)

7. Portable fire extinguisher use (based on Operational Policy O-14)

B. Classroom training

All **START** Group employees shall complete classroom training on a three year cycle in the following areas prior to their assignment in areas affected by these activities:

1. Operational policies
 - a) Lead and Support responsibilities (based on O-1)
 - b) Hazard communication (based on O-6)
 - c) Area monitor and barrier tape use (based on O-8)
 - d) Roles and responsibilities (based on O-9)
 - e) Rescue objectives and decision process (based on O-10)
 - f) Standby/rescue documentation (based on O-11)
 - g) Bloodborne pathogens (based on O-13)
 - h) Gas hazards and atmospheric monitors (based on O-15)
 - i) Benzene and hydrogen sulfide hazards (based on O-16)
2. Administrative policies
 - a) Uniforms and personal protective equipment (based on A-1)
 - b) Payroll and insurance (based on A-2)
 - c) Equipment inspection and maintenance (based on A-3)
 - d) Certification and training documentation (based on A-4)
 - e) Paperwork and HIPPA (based on A-5)
 - f) Near miss and injury reporting (based on A-6)
 - g) Sexual harassment (based on A-7)
 - h) Substance abuse (based on A-8)

C. Recordkeeping

The **START** Group Director must ensure that training records are maintained as follows:

1. Personnel records
 - a) Certificates and/or skills sheets documenting completion of the training shall be created for all completed training.
 - b) Personnel training certificates, skills sheets, and/or training documentation described below shall be retained for the worker's employment plus five years.
2. Training documentation must contain the following:
 - a) Dates of training
 - b) Names of instructors
 - c) Locations of training
 - d) Training provided
 - e) Names and signatures of attendees
3. Training documentation (described above), certificates, and/or skills sheets shall be available for inspection by employees and/or authorized representatives.