

FYI
C: JDO, RAC, JBA, TLN, LON



~~PAW~~

→ JBA - I think we need to leave Utilities as a "group" within the Maintenance department, not as a separate dept

PAW

W4-7

Interoffice
Communication

To Process Safety Manual

From PAW

Date 4/9/96

Subject Training

In accordance with OSHA 1910.119, Section (G), Training Subsection (3) Training documentation

JBA

Operator Training Tests

- The Vinyl department uses OJT's to train employees in this covered process and a written test to ensure employees have understood the training. Blank copies of this test are in the conference room located in the Vinyl Control Room Building
- The Yard department uses a checklist of 22 tasks to evaluate employee (procedures and detailed instructions for some areas are tested verbally). Documents are kept in the yard supervisor's office
- • The Maintenance Utilities department uses OJT's to train employees in this covered process and a written test to ensure employees have understood the training. Blank copies of this test are in a file in the office of the Maintenance Reliability Optimization Supervisor
- • The Maintenance department uses OJT's to train employees. Verbal evaluations and a written qualifying test are used to ensure employees have understood the training. Blank copies of the written test are in a file in the HR department

Training Log

- Records of training for the Vinyl department are in the file cabinets of the conference room in the Vinyl Control Room Building. Electronic records documenting training will be maintained by the HR department via the TRIM system beginning 8/1/96
- Records of training for the Yard department are maintained in the file cabinet of the Yard Supervisor. Electronic records documenting training will be maintained by the HR department via the TRIM system beginning 8/1/96
- • Records of training for the Maintenance department are maintained in the HR department file cabinet
- • Records of training for the Maintenance Utilities ^{DEPARTMENT} are maintained electronically by the HR department via the TRIM system (see appendix A Training Requirements, and appendix B Detailed Report of Employment)