

The current (electronic) copy of this procedure is found at:

Z:/ISDC Procedures and Forms/Current/Corporate

(Revision History/Approvals is on last page)

1. PURPOSE

The following guidelines are intended to help Inland Star develop and provide health and safety training to supervisors and employees as required by local, state, and federal environmental health and safety regulations.

2. SCOPE

This document supports maintenance of a safe work environment at Inland Star by ensuring that all employees have proper safety training as required by environmental health and safety regulations. Safety training, whether formal or informal, should be a high priority. Programs should instruct employees in the fundamentals and purpose of safety activities. When necessary, current employees should be trained for new positions or retrained to correct faulty habits.

3. RESPONSIBILITY

- A. Maintenance of this procedure is the responsibility of the EHS³ Department. Changes to this document can be made by the EHS³ manager or a designated alternate.
- B. Area supervisors are responsible to implement the training requirements set forth in this document.

4. ABBREVIATIONS AND DEFINITIONS (n/a)

5. REFERENCES

- A. Inland Star Quality Training Matrix
- B. EHS³ Training Catalog.
- C. Employee Training Record Forms

6. PROCEDURE

A. Environmental Health and Safety Training

- 1) Based upon job assignment or job description, an employee may be required by law to receive specific safety and health training to perform job assignments. Supervisors' are responsible for seeing that employees under their supervision have received all required training and that they are certified / qualified to perform their job functions.

B. Safety Training Requirements

- 1) The Inland Star Quality Training Matrix is a guide to legal requirements for employee safety training.
- 2) Matrix courses are detailed individually in the EHS³ Training Catalog. The state/federal standard corresponding to each course is referenced.

C. Training Aids and Posters

- 1) Training aids such as posters, films and other supplemental materials are available from many sources and should be used to reinforce program instruction.

7. APPENDICES

(Available from Quality Department EHS³ or HR.)

ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT TRAINING CATALOG

MISSION STATEMENT:

It is the goal of EHS Department at Inland Star to minimize the risk of employee illness and injury; improve job performance, quality and efficiency; and comply with regulatory requirements.

SERVICES (included as needed):

- Accident Investigation
- Back Safety
- Chemical Certification
- Compressed Gas Safety
- Confined Space
- Department of Transportation Training
- Emergency Action Plan Training
- Ergonomics
- First Aid & CPR
- Forklift Safety
- Hazard Communication Training
- Hazardous Waste Management
- IATA Shipping Training
- 49 CFR PART 172
- IMGD Shipping Training
- Injury and Illness Prevention Program
- Lockout/Tagout
- Respirator Safety

Accident Investigation

Course Objectives: Upon completion of this course, participant will be familiar with INLAND STAR work related injury/illness "Accident Investigation and Prevention Policy and Procedures; including how to analyze the root cause of a workplace accident, and how to fill out the Accident Investigation and Prevention Activity (AIPA) Form ([FRMC012](#))

Course Description: This course is taught in either a workshop format or online where participants review actual workplace mishaps to determine root causes. Participants use the Accident Investigation and Prevention Activity (AIPA) Form as a tool, which they can bring back to their work area to prevent future injuries and illness, as well as investigating mishaps that have already occurred. This course is one of several EH&S courses offered to comply with Cal-OSHA Injury and Illness Prevention Program training requirements.

Length: 2.0 hours

Target Audience: Supervisors and Managers

Frequency: 24 months

Regulation: [Title 8 CCR Section 5510](#)

Required or Recommended: Required for supervisors and managers. Recommended for department leads.

Prerequisites: None

Cost: This workshop is designed and delivered by EHS³ Department. There is no charge to your department.

Vendor or Department: For video purchase or on-line license

Cancellation Procedures and Lead-Time: Notification of cancellation should be received **at least 24 hours** before the course.

Location: To be determined.

Class Size: To be determined.

Back Safety

Course Objectives: Upon completion of the “Back Safety” Course, participants will understand safe lifting procedures and exercises for back care.

Course Description: Participants will learn safe procedures for lifting and preventing back injuries. This course includes back anatomy and exercises for maintaining health backs.

Length: 2.0 hours

Target Audience: Personnel involved in regular lifting, personnel who have had back injuries

Frequency: 36 months (if there are target audiences)

Regulation: [Title 8, CCR Section 5110](#)

Required or Recommended: Recommended for personnel involved in regular lifting tasks or personnel who have had back injuries.

Prerequisites: None

Cost: Yes. For video purchase or on-line license.

Vendor: On-line or EHS Department (if Videos are available)

Cancellation Procedures and Lead-Time: Mandatory unless there is a real emergency. In that case, notification of cancellation should be received at least 24 hours before the course.

Location: To be determined.

Class Size: To be determined.

Compressed Gas Safety (Propane Tanks)

Course Objectives: Upon completion of the “Compressed Gas Safety” course, participants will be able to safely handle compressed gases.

Course Description: Participants will learn safe practices for handling of Compressed Gases. This course covers specifically filling of Propane Tanks.

Length: 1.0 hours approximately

Target Audience: Facilities Tech., Chemical Tech., and Warehouse Associates
Responsible for filling tanks

Frequency: 24 months

Regulation: [Cal OSHA Title 8 CCR, Section 5194](#)

Required or Recommended: Required for personnel who handle compressed gas cylinders.

Prerequisites: None

Cost: Propane Distribution Company / vendor will provide practical / on-hand training.

Vendor or Department: EH&S and Gas Supplier.

Cancellation Procedures and Lead-Time: Notification of cancellation should be received at least 24 hours before the course.

Location: To be determined.

Class Size: Minimum 5, Maximum 15

Chemical Certification

Course Description: In this class, participants will learn how to read chemicals signs, labels, and SDS. They will learn proper procedures for working with chemicals safely, including identifying hazards and selecting protective equipment. Emergency procedures will also be reviewed.

Length: 1 hour

Target Audience: All employees

Frequency: 12 months (Part of HazCom, all new employees or after a change in operation and job responsibilities).

Regulation: [Cal OSHA Title 8, CCR Section 3380](#)

Required or Recommended: Required for all INLAND STAR employees.

Prerequisites: None

Cost: Yes. This class is designed by Inland Star EHS and arranged online.

Vendor or Department: Online License Cost.

Cancellation Procedures and Lead-Time: Notification of absence should be received at least 24 hours before the course.

Location: To be determined.

Class Size: To be determined.

NOTE – This class has been incorporated into OSHA Right – to – know Training Class

Confined Space Entrant/ Attendant Training

Course Objectives: Upon completion of the “Confined Space Entrant/Attendant Training” course, participants will be certified in the correct procedures associated with Confined Space Entry.

Course Description: In this course, participants will learn correct procedures for entering and working in confined spaces as defined by federal and state laws.

Length: 4 hours

Target Audience: Facilities Technicians

Frequency: 12 months

Regulation: [Cal OSHA Title 8, CCR, Section 5157 \(g\)](#)

Required or Recommended: Required for any employee who may need to enter a “Confined Space.”

Prerequisites: None

Cost: Yes. This workshop is designed and delivered by external trainer.

Vendor or Department: Vendor

Cancellation Procedures and Lead-Time: Notification of cancellation should be received at least 24 hours before the course.

Location: To be determined.

Class Size: To be determined.

DOT

CFR49 Handling HM Gen Aware
CFR49 Handling HM Gen Safety
CFR49 Handling HM Driver

Course Objectives: Upon completion of the “DOT” course, participants will be able to understand hazardous material regulations under Title 49 of the Code of Federal Regulations.

Course Description: In this class, participants will learn to interpret DOT regulations, understand proper labeling and training requirements; and correct storage and handling of hazardous material.

Length: 0.5 hours

Target Audience: Shipping and Receiving, Stores, and Chemical Operations personnel

Frequency: 36 months

Regulation: **Federal – Title 49 CFR**

Required or Recommended: Required for affected employees.

Prerequisites: None

Cost: None – In house Video or CD.

Vendor or Department: In house Video or CD.

Cancellation Procedures and Lead-Time: None

Location: To be determined.

Class Size: To be determined.

Ergonomics

Course Objective: Upon completion of the “Ergonomics” course, participants will be able to reduce the incidence of repetitive stress by recognizing potential hazards.

Course Description: Participants will learn causes of repetitive stress injuries and steps that can be taken to avoid them. This course includes general principles of ergonomics.

Length: 1.0 hours

Target Audience: Office Staff and as needed or case-by-case basis

Frequency: 24 months or as needed

Regulation: [Cal OSHA Title 8, CCR, Section 5110](#)

Required or Recommended: Recommended

Prerequisites: None

Cost: Online Website License Cost

Vendor or Department: Vendor

Cancellation Procedures and Lead-Time: Notification of cancellation should be received at least 24 hours before the course.

Location: To be determined.

Class Size: To be determined.

Managing Emergencies: Inland Star Emergency Action Plan

Course Objectives: Upon completion of the “Emergency Action Plan” course, participants will better understand their responsibilities under the INLAND STAR Emergency Action Plan.

Course Description: The Emergency Action Plan is reviewed, including an explanation of the Incident Command System, and correct procedures during emergencies including medical, chemical, fire, unknown odors, and earthquakes. Other emergency related procedures would also be reviewed.

Length: 1.0 hour

Target Audience: All Inland Star Associates

Frequency: 12 months

Regulation: [Cal OSHA Title 8, CCR, Section, 3220 \(e\)](#)

Required or Recommended: Required for above mentioned target audience.

Prerequisites: None

Cost: Yes.

Vendor or Department: Online License

Cancellation Procedures and Lead-Time: Notification of absence should be received at least 24 hours before the course.

Location: to be determined.

Class Size: to be determined.

Forklift Safety

Course Objectives: Upon completion of the “Forklift Safety” course, participants will be able to safely operate a forklift.

Course Description: Certification includes classroom training on regulations, safe practices and procedures for operating industrial lift-trucks and a driving demonstration.

Length: 2.0 hours

Target Audience: Mandatory for all forklift operators

Frequency: 36 months or as needed

Regulation: [Cal OSHA Title 8, CCR Section 3203 & 29 CFR 1910.178](#)

Required and Recommended: Required for Forklift Operators

Prerequisites: None

Cost: This workshop is designed and delivered by external trainer and/or internally by train the trainer.

Vendor or Department: Vendor or Train the Trainer

Cancellation Procedures and Lead-Time: The class may be missed in case of a real emergency only and should be notified at least 24 hours before the course.

Location: to be determined.

Class Size: to be determined.

Lockout/Tagout

Course Objectives: Upon completion of the “Lockout/Tagout” course, participants will be able to apply lockout/tagout procedures in order to prevent Injury from hazardous energy.

Course Description: Participants will learn to control hazardous energy in maintenance operations.

Length: 1.0 hour

Target Audience: All facilities and maintenance employees who service equipment

Frequency: 12 months

Regulation: [Cal OSHA Title 8 CCR Section 3314 \(a\)](#)

Required or Recommended: Required

Prerequisites: None

Cost: This class is designed and delivered by an outside contractor or On-line.

Vendor or Department: Vendor or On-line

Cancellation Procedures and Lead-Time: Notification of cancellation should be received at least 24 hours before the class.

Location: to be determined.

Class Size: to be determined.

NOTE – This class may be designed and delivered in house with the help of someone in Maintenance or Facilities Dept. who has a depth of knowledge and experience with managing energy hazards.

Respirator Training

Course Objectives: Upon completion of the “Respirator Training” course, participants will be able to safely control and use a respirator.

Course Description: Participants will learn and receive certification on proper procedures of respirator fitting and use.

Length: 4 hours.

Target Audience: Employees who work with chemicals and gases and may be subject to exposures that exceed specified levels (such as Maintenance, Chemical Technicians, Facilities, etc.)

Frequency: 12 months

Regulation: [Cal OSHA Title 8, CCR, Section 5114](#)

Required or Recommended: Required.

Prerequisites: Medical examination.

Cost: This workshop is designed and delivered by external trainer.

Vendor or Department: Emergency Action Plan Trainer / Vendor

Cancellation Procedures and Lead-Time: Notification of cancellation should be received at least 24 hours before the class.

Location: to be determined.

Class Size: to be determined.

Hazard Communication (Safety Orientation)

*OSHA RIGHT-TO-KNOW
Injury and Illness Prevention Plan (IIPP)
Emergency Action Plan (EAP) General*

Course Objectives: Upon completion of the “Safety Orientation” course, participants will understand basic chemical hazards, workplace hazards and understands their rights under the Hazard Communication Act.

Course Description: The primary focus of this course is “Hazard Communication” or “Right to Know.” The student will receive basic information on hazardous materials used at INLAND STAR. Additional topics covered include Safety Data Sheets, Emergency Action Plan, Injury and Illness Prevention Program, and Proposition 65.

Length: 1 hour / each course

Target Audience: All new hires, and full time employees

Frequency: During the first month at work. Anytime, if there is a change in a process or use of hazardous material, the supervisors must provide and document a proper training to involved employees.

Regulation: [Cal OSHA Title 8 CCR, Section 5194 \(h\)](#)

Required or Recommended: Required for all employees.

Prerequisites: None

Cost: Yes. This class is designed by EHS delivered On-Line.

Vendor or Department: EHS and On-Line

Cancellation Procedures and Lead-Time: Notification of cancellation should be received at least 24 hours before the class.

Location: to be determined.

Class Size: to be determined.

CPR (Cardio-Pulmonary Resuscitation)/ First Aid

Course Objectives: Upon completion of these courses, participants will be able to provide basic first aid and CPR to other employees. Participants will also understand the hazards of Bloodborne pathogens and how to protect themselves against them.

Course Description: Participants will learn basic first-responder first aid and CPR; including the ABC's rescue breathing, how to assess patients for treatment and take vital signs, and how to activate the emergency management system. This course combines both videos, instructor-led and hands-on-training to develop skills, which can be used both at work and home.

Length: 4 hours each (total 8 hours).

Target Audience: Interested employees as space available.

Frequency: 12 months

Regulation: [Cal OSHA Title 8, CCR, Section 5193 g \(2\)](#)

Required or Recommended: Recommended for Supervisors and Leads

Prerequisites: None

Cost: This workshop is designed and delivered by external trainer (usually as a part of ERT Training).

Vendor or Department: Vendor

Cancellation Procedures and Lead-Time: Notification of cancellation should be received at least 24 hours before the class.

Location: to be determined.

Class Size: to be determined.

Hazardous Waste Management

Course Objectives: Upon completion of the “Hazardous Waste Management” course, participants will understand and manage hazardous waste and meet the requirements of Title 22 of CCR.

Course Description: Participants will learn the Hazardous Waste Management requirements, which include labeling, compatibility and storage, and manifesting and contingency planning.

Length: 4 hours.

Target Audience: All employees directly involved in Hazardous Waste Management

Frequency: 12 months

Regulation: [Title 22 CCR](#)

Required or Recommended: Required for Chemical Technicians.

Prerequisites: None

Cost: This workshop is designed and delivered by external trainer (such as Clean Harbor) or Online Trainer

Vendor or Department: Vendor or Online

Cancellation Procedures and Lead-Time: Notification of cancellation should be received at least 24 hours before the class.

Location: to be determined.

Class Size: to be determined.

Note – Inland Star does not generate hazardous waste unless there is an accident or an expired material where customer (who is also the owner of the material) requires Inland Star to ship the material as a hazardous waste. Inland Star uses customer’s EPA ID because Inland Star never owns the material. Only time when Inland Star uses its EPA ID# is when product is damaged by Inland Star associates.

Injury and Illness Prevention Program

Course Objectives: Upon completion of the “Injury and Illness Prevention Program,” the participants will understand the basic requirements set forth in INLAND STAR Injury and Illness Prevention Program.

Course Description: The IIPP training will cover company’s commitment to provide a safe work environment for all INLAND STAR employees and explain responsibilities of all employees.

Length: 1 hour

Target Audience: All employees

Frequency: 12 months

Regulations: [SB 198 and Title 8, OSHA](#)

Required or Recommended: Required for all employees

Prerequisites: None

Cost: This class is designed by INLAND STAR EHS Dept. and delivered online.

Vendor or Department: Online

Cancellation Procedures and Lead-Time: Notification of cancellation should be received at least 24 hours before the class.

Location: to be determined.

Class Size: to be determined.

IATA Dangerous Goods Regulations

Course Objectives: Upon completion of the “IATA” course, participants will be able to understand hazardous material packaging and shipping regulations (by AIR) as per Dangerous Goods Regulations.

Course Description: In this class, participants will learn to interpret IATA (Dangerous Goods Regulations) regulations, understand proper handling, labeling, packaging, shipping, and documentation requirements of hazardous material.

Length: 8.0 hours – 16.0 hours

Target Audience: All persons concerned in the transport of dangerous goods via Air

Frequency: 24 months

Regulation: [IATA Dangerous Goods Regulations](#)

Required or Recommended: Required for affected employees.

Prerequisites: None

Cost: None – Vendor

Vendor or Department: Vendor

Cancellation Procedures and Lead-Time: None

Location: To be determined.

Class Size: To be determined.

49 CFR Part 172, Subpart H - Hazardous Material Handling Training

Course Objectives: Hazardous materials training is required for all “[hazmat employees](#)” under the U.S. DOT hazardous materials regulations (49 CFR Part 172, Subpart H). Hazmat training is required within 90-days for new employees; it must be repeated every three years *and* periodically as rules change.

Upon completion of the “49CFR Part 172, Subpart H” course, participants will be able to understand hazardous material packaging and shipping regulations (by Road).

Course Description: In this class, participants will learn to interpret 49 CFR Part 172, Subpart H regulations, understand proper handling, labeling, packaging, shipping, and documentation requirements of hazardous material.

Length: 16 – 24 hours

Target Audience: All personnel who fall under the definition of Hazmat Employee per 49 CFR

Frequency: 12 months

Regulation: [49CFR Part 172, Subpart H](#)

Required or Recommended: Required for all “Hazmat Employees”

Prerequisites: None

Cost: None – Vendor

Vendor or Department: Vendor

Cancellation Procedures and Lead-Time: None

Location: To be determined.

Class Size: To be determined

IMDG Maritime Dangerous Goods Regulations

Course Objectives: The International Maritime Dangerous Goods (IMDG) Code is intended to provide for the safe transportation of dangerous goods by vessel and to prevent marine pollution.

Upon completion of the “IMDG” course, participants will be able to understand hazardous material packaging and shipping regulations (by vessel) and to prevent marine pollution, as per Dangerous Goods Regulations.

Course Description: In this class, participants will learn to interpret IMDG (Dangerous Goods Regulations) regulations, understand proper handling, labeling, packaging, shipping, and documentation requirements of hazardous material.

Length: 8.0 hours – 16.0 hours

Target Audience: All persons concerned in the transport of dangerous goods via Vessel

Frequency: 24 months

Regulation: **IMDG Maritime Dangerous Goods Regulations**

Required or Recommended: Required for affected employees.

Prerequisites: None

Cost: None – Vendor

Vendor or Department: Vendor

Cancellation Procedures and Lead-Time: None

Location: To be determined.

Class Size: To be determined.

REVISION HISTORY

DATE	REV NO.	AUTHOR	EXPLANATION OF CHANGE
7/11/2016	1.0	Jeanna Emmons, PSM RMP Solution	Revised for Carson, Removal of ERT

APPROVAL OF LAST REVISION LISTED ABOVE

NAME	TITLE	DATE APPROVED
Michael O'Donnell	Sr. Executive Vice President	7/11/2016