

Surface Maintenance Training

I PURPOSE

To comply with appropriate regulatory and COMPANY requirements and ensure that all employees within Surface Maintenance receive the best possible training to perform their jobs productively and safely by focusing on competency based training as well as overall employee productivity.

2 SCOPE

This procedure applies to all surface maintenance functional areas, operations, and offices, to include surface maintenance employees and contracted employees within the scope of the Integrated Management System (IMS) and the Learning Management System (LMS).

3 DEFINITIONS AND ACRONYMS

Definitions

Competent Employee is an individual who completes the agreed upon training or can demonstrate the work related skills to a Learning and Development (L&D) or a designated and authorized OJT Trainer.

Competencies are a list of skills and/or abilities needed for an employee to be considered competent for any particular task.

Job Competency is the work related skills and behavior needed to safely and effectively perform in a role.

Job Proficiency is having or demonstrating a high degree of knowledge or skill in a particular area.

Line of Progression is the process of employee upgrade system.

On-the-Job Training is any kind of instruction that takes place at the actual job site and involves learning tasks, skills, or procedures in a hands-on manner. There are also administrative processes requiring both the trainer (OJT Trainer) and trainee to certify that particular competencies have been mastered.

On-the-Job Trainers are employees selected jointly by the Maintenance and L&D leaders to instruct and mentor employees when learning new tasks.

Proficiency Training is primarily gained by OJT experience and advanced individual training. This training shall be predominately focused on improving safe production, efficiency and reducing cost.

Training Matrix is a list of tasks needed for training in a department.

Site refers to any COMPANY facility.

Acronyms

HR	Human Resources
HSLP	Health, Safety and Loss Prevention
IMS	Integrated Management System
L&D	Learning and Development
LOP	Line of Progression
LMS	Learning Management System
OJT	On-the-Job Training

4 ROLES AND RESPONSIBILITIES

Document Owner

L&D

Responsible Roles and Position-Holders

Employees and Contracted Employees are all employees in any position whether COMPANY or contracted employees working on any COMPANY site. They are responsible for complying with the requirements as outlined in this procedure.

HSLP is any COMPANY employee working under and including the Regional Director of HSLP. They are responsible for providing guidance in health, safety, and loss prevention issues related to training and regulatory compliance as related to this procedure.

Learning and Development is any COMPANY employee working under and including the L&D Surface Manger. They are responsible for periodically auditing for compliance to this procedure and for providing guidelines and training information.

A Supervisor/Foreman or Designee is a COMPANY employee working or traveling on any COMPANY site. They are responsible for enforcement of all requirements, rules, and established guidelines as outlined in this procedure, for ensuring employees complete the required training, and shall have overall responsibility to ensure that the skills training program is run in accordance with this procedure.

5 DIRECTION

All employees and contracted employees traveling/working on site shall comply with and ensure personnel accountable to them comply with the following requirements of this procedure.

Learning and Development

L&D shall provide and conduct technical and general skills training and ensure tracking of all competencies.

When conducting audits, L&D shall:

- a** Check the competency of employees who have received training from OJT trainers by conducting field audits.
- b** Review training documents such as the training Matrices and LOP competency forms for completeness.
- c** Review training records of the OJT trainers.
- d** Review employee course evaluation forms to ensure recommendations are being considered and/or included in training programs.
- e** Conduct interviews with Supervisors, OJT trainers, and employees to ensure the understanding and effectiveness of training programs.

OJT Trainers

OJT trainers shall be compensated per the HR policy On-The-Job Pay Practice.

In no case shall an OJT trainer approve competency until he has been designated and authorized to conduct the training by the Learning and Development Department.

OJT Trainers shall be responsible for conducting general shop, equipment safety, technical skills and other OJT requirements as identified.

The OJT Trainer and the trainee shall sign or initial the required and completed items as listed on the LOP competency sheets and Training Matrix when job competency and/or job proficiency requirements have been completed and the employee is recognized as competent.

OJT trainers shall be designated and authorized when they:

- a** Have completed a train the trainer course where required.
- b** Have demonstrated or shown competency for appropriate tasks and or procedures.
- c** Understand safety training requirements per 30 CFR part 48 and the COMPANY Surface Training Plan.
- d** Demonstrate their competency by completing all appropriate training material with an approved L&D trainer.

L&D and Maintenance

OJT shall be assigned to trainees as designated by L&D and the supervisors per the training matrices and other training requirements for the LOP.

L&D and Maintenance shall ensure that there is a focus on both Short and Long Term Training gaps.

- a** Maintenance primarily focused on Short Term needs.
- b** L&D primarily focused on Long Term needs.