

HSE Training

1. APPLICABILITY

- 1.1 This standard applies to all Honeywell organizations and majority owned subsidiaries worldwide. The requirements of this standard are applicable to all HSEPS training.

2. OVERVIEW

- 2.1 The behavior of our employees and culture of our company are key factors in the success of Honeywell's HSEPS Management System and overall HSEPS performance. Training is a fundamental and necessary method for shaping behaviors and developing our employees. An effective training program can inform employees of the HSEPS hazards and controls in the workplace, help them recognize and appropriately respond to hazardous situations and drive compliance to HSEPS rules and procedures established by the organization. Everyone with a role in Honeywell has a role in Honeywell's HSEPS Management System. Therefore, some form of HSEPS training will be applicable and valuable to all. This standard assists Honeywell organizations in identifying those training needs, selecting the right training methods and delivering training in an effective and sustainable manner.

3. DEFINITIONS

- 3.1 Definitions for underlined text are found at the end of this document.

4. REQUIREMENTS

- 4.1 The organization shall conduct and document an HSEPS training needs assessment.
 - 4.1.1 The training needs assessment shall be based on the organization's scope, aspects and impacts assessment, legal and other requirements assessment and training requirements derived from the organization's current or anticipated operational controls.
 - 4.1.2 The training needs assessment shall identify:
 - 4.1.2.1 Titles of the jobs or job classifications covered by the organization's scope, including Honeywell employees and non-Honeywell employees covered by the aspects and impacts assessment
 - 4.1.2.2 Training programs required for each job or job classification
 - 4.1.2.3 Training and testing frequency
 - 4.1.3 The training needs assessment shall be reviewed at least annually and updated to reflect changes to the workplace, activities, equipment, processes, or procedures.
- 4.2 The organization shall ensure that training programs are established and implemented to meet the training needs assessment.

- 4.2.1 Training programs shall be developed and delivered in such a way that they result in desired performance, behaviors and comprehension by the intended audience.
 - 4.2.1.1 Training programs shall be appropriate for the intended audience and adequately address organizational levels, risks, ability, literacy and language skills.
 - 4.2.1.2 Where necessary to achieve the desired performance, training programs shall be specific to the workplace, activities or operations.
 - 4.2.1.3 Where required by legal and other requirements or by Honeywell HSEPS Standards, the organization shall identify expected competency level and implement methods to assess competency as a result of the training.
- 4.2.2 Training programs shall be reviewed and updated to reflect changes to the workplace, activities, equipment, processes, or procedures.
- 4.3 The organization shall conduct training as identified in the training needs assessment. As a minimum, the following requirements shall be met:
 - 4.3.1 Training on the HSEPS Management System, employee roles and responsibilities in the management system, and consequences for deviations from the management system
 - 4.3.2 Hazards, risks and controls applicable to each job or job classification
 - 4.3.3 Emergency awareness training to all employees and contractors (e.g. evacuation, relocation, shelter-in-place, etc.) and emergency response training for individuals with assigned response duties.
 - 4.3.4 The organization shall assure that employees receive appropriate training prior to performing new tasks or beginning new work assignments.
 - 4.3.5 Training programs shall include direction to resources capable of answering questions related to the training.
- 4.4 Records
 - 4.4.1 The results of the HSEPS training needs assessment shall be documented. In addition to the items listed in section 4.1.2 of this standard, the documentation shall include:
 - 4.4.1.1 The names of those that conducted the assessment
 - 4.4.1.2 The date of the assessment
 - 4.4.2 Documented records shall be maintained for all HSEPS training programs in accordance with Document and Records Management (HSEMS 210). As a minimum, the documentation shall include:
 - 4.4.2.1 A description of the training subject, material and delivery method
 - 4.4.2.2 If delivered by an individual, the name and qualifications of the trainer

- 4.4.2.3 Where required, the expected competency level necessary to successfully complete the training
- 4.4.3 HSEPS training records shall be established and maintained for the workforce:
 - 4.4.3.1 The name(s) and job title who received the training
 - 4.4.3.2 Name of the training program and the date the training was received.
 - 4.4.3.3 Results of any competency assessments

5. RELATED DOCUMENTS

- 5.1 None defined now.

Definitions

Training Needs Assessment	<p>The training needs assessment shall be based on the organization's scope, aspects and impacts assessment, legal and other requirements assessment and training requirements derived from the organization's current or anticipated operational controls.</p> <p>The training needs assessment shall identify:</p> <ul style="list-style-type: none">• Titles of the jobs or job classifications covered by the organization's scope, including Honeywell employees and non-Honeywell employees covered by the aspects and impacts assessment• Training programs required for each job or job classification• Training and testing frequency
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