

Standard Operational Procedure

SOP-EHS-009

Training Attendance/Compliance Record Procedure

1. Purpose

To establish a Standard Operating Procedure to ensure the accurate and consistent documentation of official training attendances and compliance records at Concordia University.

2. Definitions

- 2.1 EHS Safety Training & Compliance Database:** An official repository of records which contains all safety training attendances and compliance records that members of the university community have participated in.
- 2.2 Training Attendance/Compliance Record Form (EHS-FORM-32):** The official form whereby participants of a safety training or compliance activity have signed their names as proof that they were present at the training or compliance activity.
- 2.3 Training Provider:** Authorized individuals providing safety training or conducting compliance activities. A Training Provider can be:
- Environmental Health & Safety Staff
 - Supervisors/Managers
 - Instructors/Professors
 - Coaches/Monitors
 - Co-Workers
 - External Service Providers
 - Subject Matter Experts
 - Guest Speakers
- 2.4 Training or Compliance Activity:** An organized activity with the purpose of communicating a safety or compliance message to members of the university community. A Training or Compliance Activity can be:
- Training with evaluation
 - Training without evaluation
 - Self-Training
 - Seminar
 - Safety Talk
 - Coaching/Monitoring
 - Orientation
- See Appendix A for associated definition of the listed activities.*

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3. Roles & Responsibilities

3.1 EHS

EHS is responsible for:

- Maintaining the EHS Safety Training & Compliance Database;
- Making available in both English and French the Training Attendance/Compliance Record Form (EHS-FORM-032).
- Entering Training Attendance/Compliance Record data into the EHS Safety Training & Compliance Database;
- Filing all Training Attendance/Compliance Record Forms and other training-related documents for permanent recordkeeping;
- Providing supervisors with their respective training reports, annually or as needed.

3.2 Supervisors/Managers/Instructors/Professors/Directors

Ensure that members of the university community under their authority are aware of this SOP, and communicate the obligation to use the Training Attendance/Compliance Record Form to document training or compliance activities.

3.3 Training Providers

- 3.3.1. Complete all identification fields of the Training Attendance/Compliance Record Form (EHS-FORM-032).
- 3.3.2. If no expiration date is indicated, a standard expiration of 3 years is automatically set; if not applicable, specify N/A in the expiration field.
- 3.3.3. Ensure that participants sign the Training Attendance/Compliance Record Form before the end of the training or compliance activity.
- 3.3.4. Return the Completed Training Attendance/Compliance Record Form and all documents to EHS.

4. SOP Revision History

Version	Sections changed	Author	Date
1.0	New SOP	Monique St-Laurent	May 2014

5. Signature

This SOP requires the following approvals:

Pietro Gasparini
Director, Environmental Health & Safety

May 7, 2014

Signature

Date

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Appendix A Training or Compliance Activity Definitions

- a.** Training with evaluation
Training activity aimed at imparting information and/or instructions to improve the recipient's performance. A theoretical and/or practical evaluation is mandatory to confirm that the participant has attained the required level of knowledge or skill.
- b.** Training without evaluation
Training activity aimed at imparting information and/or instructions to improve the recipient's performance. A theoretical and/or practical evaluation is advisable but not mandatory.
- c.** Self-Training
Knowledge or skills acquired by one's own efforts without formal instruction.
- d.** Seminar
Formal presentation by one or more experts in which the attendees are encouraged to discuss the subject matter.
- e.** Safety Talk
A brief and specific message delivered at the workplace to raise awareness of a particular aspect.
- f.** Coaching/Monitoring
Training activity which consists of providing personalized advice on a subject and establishing follow-up measures to verify the progress of the activity from the beginning to the end.
- g.** Orientation
Training session during which an organization provides new members with the necessary information to allow an effective integration in the work environment.
- h.** Proof from Other Institution
Certificate, diploma or other official proof of competency confirming the knowledge of the participant.
- i.** Other activity
Any other activity aiming to enhance the knowledge/competency of a participant.

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