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.*
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

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<td>New SOP</td>
<td>Monique St-Laurent</td>
<td>May 2014</td>
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5. Signature

This SOP requires the following approvals:

Pietro Gasparrini
Director, Environmental Health & Safety

Signature
Date

May 7, 2014
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.