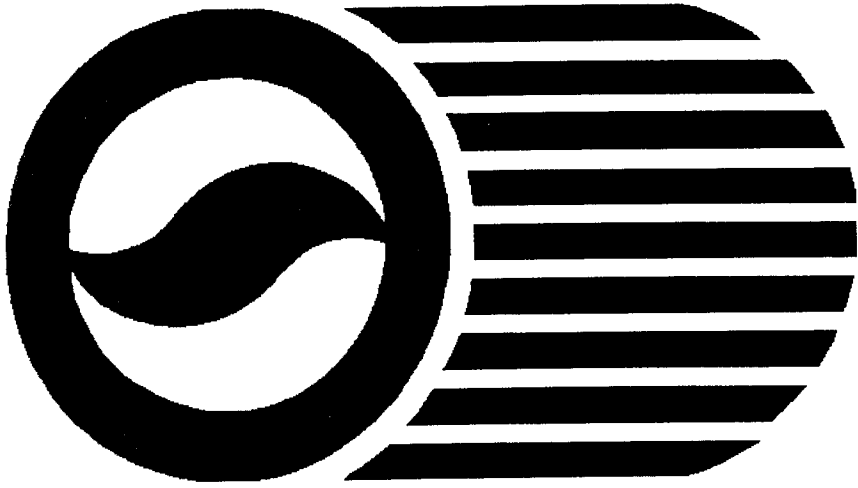


**California Air Resources
Board
Health, Safety, and
Training Checklist**



***AIR RESOURCES BOARD
COMPLIANCE DIVISION***

***HEALTH, SAFETY & TRAINING
CHECKLIST***

February 1997

HEALTH, SAFETY & TRAINING CHECKLIST

As a new employee of the California Air Resources Board's Compliance Division, there are requirements you must meet and responsibilities you must take to ensure your health and safety while performing various duties.

Below is a new employee orientation checklist. The checklist includes training "action" items you are responsible to complete before participating in an inspection. The checklist also includes additional training which management supports to better your performance as an employee of the Compliance Division. All "action" items are required to have your manager's signature as well as your signature upon completion. Action items are indicated by an "*". All questions, should be directed to your manager. Your manager may also have a section orientation program to assist you in your new position.

	<u>Scheduled</u>	<u>Supervisor</u>	<u>Employee</u>
<u>ADMINISTRATION*</u>			
Annual Physical (new employee)	_____	_____	_____
Annual Checkup	_____	_____	_____
Safety (Equipment)			
Safety Boots	_____	_____	_____
Hard Hat	_____	_____	_____
Eye/Ear Protection	_____	_____	_____
Gloves	_____	_____	_____
Respirators			
Half	_____	_____	_____
Full	_____	_____	_____
NoMax Coveralls	_____	_____	_____
Photo Identification	_____	_____	_____
Building Access Card	_____	_____	_____
Business Cards	_____	_____	_____
General Services Card	_____	_____	_____
Telephone Card	_____	_____	_____
Copy of Injury & Illness Prevention Plan	_____	_____	_____

Toxic Exposure Record _____

PES Account No. _____

Training is a key element in the Compliance Division. The management strongly encourages all employees to take as much training as possible in the betterment of not only the employee, but also as a representative of the Compliance Division. An explanation of the various courses is attached for your information. Any questions, please direct them to your manager.

TRAINING

Fundamentals of Enforcement (FOE)*

This program is designed to train air pollution control professionals on the fundamental air pollution issues and, in particular, on visible emission evaluations. The FOE program is required for Compliance Division personnel.

	<u>Scheduled</u>	<u>Passed/Failed</u>	<u>Supervisor</u>	<u>Employee</u>
Fundamentals of Enforcement	_____	_____	_____	_____

Uniform Air Quality Training Program (UAQTP) - 100 Series*

The UAQTP is a week-long series of 15 courses providing a comprehensive introduction to air pollution, air pollution control, and the basics of compliance inspections. The program is intended for entry-level compliance inspectors, regulatory agency staff, and environmental specialists in business and government. As an employee in the Compliance Division, you are required to attend all these courses in addition to FOE and the Enforcement Symposium, before receiving your badge.

	<u>Scheduled</u>	<u>Passed/Failed</u>	<u>Supervisor</u>	<u>Employee</u>
101 - History	_____	_____	_____	_____
102 - Meteorology	_____	_____	_____	_____
103 - Classification of Air Pollutants	_____	_____	_____	_____
104 - Inspector Safety	_____	_____	_____	_____
105 - Regulatory Develop.	_____	_____	_____	_____
106 - Inspection/Report	_____	_____	_____	_____
107 - Basic Equipment	_____	_____	_____	_____
108 - Intro VEE	_____	_____	_____	_____
109 - Complaint Response	_____	_____	_____	_____
110 - Sampling	_____	_____	_____	_____
111 - Chemistry	_____	_____	_____	_____

112 - Environmental Law	_____	_____	_____	_____
113 - Inspector Conduct	_____	_____	_____	_____
114 - Monitoring Concepts	_____	_____	_____	_____
115 - Interfacing	_____	_____	_____	_____

Uniform Air Quality Training Program (UAQTP) - 200 Series (Optional)

The 200 series courses offer advanced training in a wide variety of source specific industrial processes and air pollution control equipment involving actual on-site “mock” inspections. Each 200 series course covers general process descriptions for the specific industrial category, emissions of concern, applicable air pollution regulations and compliance inspection techniques. These courses are job-related courses designed to assure adequate performance in current assignments.

	<u>Scheduled</u>	<u>Passed/Failed</u>	<u>Supervisor</u>	<u>Employee</u>
202 - Health & Safety	_____	_____	_____	_____
210 - Gasoline Cargo Tanks	_____	_____	_____	_____
211 - Fuel Specification	_____	_____	_____	_____
214 - Ag/Forestry Burn.	_____	_____	_____	_____
221 - CEM	_____	_____	_____	_____
222 - Ambient Monitor.	_____	_____	_____	_____
224 - Obser. Source Tests	_____	_____	_____	_____
230 - Surface Coating:				
Metal Parts	_____	_____	_____	_____
230.1 - Surface Coating:				
Aerospace	_____	_____	_____	_____
230.2 - Surface Coating:				
Auto Refinish.	_____	_____	_____	_____
230.3 - Metal Container,				
Closure & Coil	_____	_____	_____	_____
230.4 - Graphic Arts	_____	_____	_____	_____
242 - Hot Mix Asphalt	_____	_____	_____	_____
243 - Aggregate Plants	_____	_____	_____	_____
244 - Concrete Batch Plants	_____	_____	_____	_____
245 - Cement Plants	_____	_____	_____	_____
251 - Asbestos Demo/Renov.	_____	_____	_____	_____
260 - Oil Field Production	_____	_____	_____	_____
262 - VOC Inspections	_____	_____	_____	_____
263 - Gasoline Facilities:				
Phase I & II	_____	_____	_____	_____
264 - Air to Liquid Ratio	_____	_____	_____	_____
270 - Incinerators	_____	_____	_____	_____
271 - IC Engines	_____	_____	_____	_____
272 - Stat. Gas Turbines	_____	_____	_____	_____
281 - ESP	_____	_____	_____	_____

282 - Baghouses	_____	_____	_____	_____
283 - Soil Decontamination	_____	_____	_____	_____
284 - VOC Controls	_____	_____	_____	_____
287 - Dry Cleaning	_____	_____	_____	_____
288 - Petroleum Refining	_____	_____	_____	_____

Uniform Air Quality Training Program (UAQTP) - 300 Series

The 300 series courses are comprised of symposiums, seminars, and workshops that address current environmental issues such as cross media training, legal issues, case development and variance/hearing board requirements.

	<u>Scheduled</u>	<u>Passed/Failed</u>	<u>Supervisor</u>	<u>Employee</u>
300 - Symposium*	_____	_____	_____	_____
321 - Variance Workshop	_____	_____	_____	_____
322 - Advance Variance	_____	_____	_____	_____
340 - Gasoline Facilities: Phase I & II	_____	_____	_____	_____
350 - Mutual Settlement	_____	_____	_____	_____
387 - Dry Cleaner ATCM	_____	_____	_____	_____

ENFORCEMENT*

	<u>Scheduled</u>	<u>Passed/Failed</u>	<u>Supervisor</u>	<u>Employee</u>
VEE Recertification (6 months)	_____	_____	_____	_____
SCOTT/SCRAM (6 months)	_____	_____	_____	_____
CPR (1 year)	_____	_____	_____	_____
First Aid (3 years)	_____	_____	_____	_____
Driver's Training (4 years)	_____	_____	_____	_____
HazMat (1 year)	_____	_____	_____	_____