

# Midwest Consortium for Hazardous Waste Worker Training

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Annual Self-Audit

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- Created in 1994

- .....11<sup>th</sup> edition just issued

# Purpose

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- Organized review of training center operations
- Opportunity to identify potential problems
  - One center
  - Many centers
- Identify needs/clarifications
- Monitor progress

# Rationale

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- Training program is complex
  - 9 full-service training centers
  - 5 community program partners
  - Evaluation center
  - Training programs
    - Site worker
    - TSDFs
    - Industrial emergency responders
    - Municipal emergency responders

# Quality Assurance...

## an essential element

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- Recognized element of good management
  - Monitors consistency
  - Verifies actions
  - Provides feedback
  - Establishes new benchmarks
- Required by NIEHS
- Reviewed in competitive renewals

# Process

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- Review policies and procedures
- Report approach to various activities
- Compare with expectations
- Identify differences
- Develop and document remediation plan
- Remediate
- Verify alignment

# Content elements

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- Policies and procedures
- Training programs
- Evaluation
- Use of new products/tools
- Required reports
- Marketing

# Policies and procedures (examples)

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- Annual Trainer Meeting
- Definition of Successful Completion
- Medical Fitness for Training
- Trainee File contents
- Minimum Criteria
- ANSI Standard
- Trainer qualifications, review, development

# Training programs (examples)

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- 40-hour site worker
  - Provide copy of certificate showing space for employer signature
  
- 8-hour site worker refresher
  - Which version includes a heat stress exercise

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- 24-hour Operations-level emergency response
    - Do trainees plug and/or patch?
    - Do trainees dike a spill?
  - 8-hour Industrial emergency response refresher
    - List three entries in the ERR Site Safety plan specific to your center

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- 8-hour Industrial ER, awareness

- Do trainees simulate a spill response?

- 8-hour Municipal ER, awareness

- Could this program be used for bioterrorism?
- Do you use the NIOSH Pocket Guide exercise?

# Evaluation (examples)

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- When is the 40-hour exam graded?
- Who responds to summary letters?
- Last date submitted anecdotes to UC
- Who enforces “failure” policy?

# New products/tools

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- Do trainers access Trainer News on the website?
- How many trainers have access to the internet at the office?
- List uses of Toxic Jeopardy

# Required reports

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- Who reviews NIEHS annual report?
- Where is the Competitive Renewal text in your office?
- Who periodically reviews the Competitive Renewal?
- Who at your center reviews the web site to determine if training schedule is up-to-date?

# Marketing

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- List important actions taken during the year.
- Submit brochure to document NIEHS support acknowledgement

# Outcomes

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- Responses from each center listed, in order received
- Expected response shown
- Training center director
  - Compares response and expected response
  - Identifies areas requiring change
  - Documents actions to be taken

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- University of Cincinnati
    - Follow-back
    - Items for next Audit