

Annex 5

Example of training matrix

a = the person has been audited and is able to show evidence of complete understanding of the training
 s = the trainee has shown his ability to train successfully others (80 % of participants have correct answers to the final test)

HSE Training Matrix	available training module	available supporting document	Regional HSE						HSE				plant		foam division						external	
			Regional HSE			EHS coordinators			plant staff	plant manager	general plant manager	engineering manager	quality manager	R & D	purchasing	logistic	tooling	external fire brigade	occ health provider	safety systems designers	general contractors	sprinkler contractors
			basic	advanced	trainer	basic	advanced	trainer														
Accident Investigation	in safety behavior program		x	x	x	x	x	x	x													
Aerial Lifts drivers	none	none	x			x																
Air Bag & Pretensioner Handling	12 modules on air bags + ESD		x	x	x																	
Atex: explosive atmospheres	2 modules	Atex checklist	x	x	x	x	x	x				x		x								
Auditing (foam system)			x			x	x						x									
Chemicals (advanced or basics for foam production)	4 modules on diisocyanates / other chemicals	PU foam handling	x	x	x	x	x	x	x	x	x	x	x	x	x			x	x	x	x	
CHES			x	x	x	x	x	x														
Contractor Safety Information	foam operation overview	Safety Management System	x	x	x	x	x	x				x								x	x	x
COMAH / SEVESO	foam operation overview	Safety Management System	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
DOT or ADR transportation	ADR 2006		x	x	x	x	x										x					
Electrical Safety & lock-out tag-out	3 modules: BLR, LV, HV		x	x	x	x	x	x				x										
Emergency plan	emergency response in case of spillage	standard emergency plan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
Ergonomics	PEIL training modules		x	x	x	x	x	x	x			x							x			
Evacuation plan			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
First-Aid			x	x	x	x	x		x										x		x	x
Chemical safety for foam plants	foam operations overview		x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x
Forklifts drivers		do you see what I see ?	x			x	x															
LOTO	HV electricity		x	x	x	x	x	x														
Hot Work Permits		standard hot work permit	x	x	x	x	x	x	x										x		x	x
HSE auditor	quality and safety auditor training package	KPI audit COMAH audit checklist	x	x	x	x	x															
HSE Orientation			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
HSE systems for COMAH plants	6 modules on safety behavior program		x	x	x	x	x		x	x	x	x	x									
Hydraulic and electrical machine safety	machine safety modules 1 to 3		x	x		x	x					x								x		

IBC's protection : intermediate bulk storage		data sheet IBC's protection	x	x		x	x													x	x	x
Machine Safety	machine safety modules 1 to 3		x	x		x	x					x								x		
MSDS : material safety data sheet		generic msds	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Noise protection			x	x	x	x	x													x		
Occupational health		Safety Management System	x	x	x	x	x		x	x	x									x		
Overhead Cranes			x	x		x	x															
Pedestrian Lift Truck Safety Awareness	do you see what I see ?		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Permit to work		generic permit to work	x	x	x	see LOTO	x	x	x	x	x	x	x							x	x	x
Personal Protective Equipment			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Pressurized equipment	only in French : équipements sous pression		x	x	x	x	x					x										
Respiratory Protection			x	x	x	x	x	x	x	x										x		
Risk assessment (Bow tie)	risk assessment	generic bow ties for foam operations	x	x		x	x		x	x	x										x	
Safe Work at Heights			x	x		x	x															
Safety barriers design (application to TDI /MDI storage)	safety instrumented systems	barriers checklists	x	x		x	x					x		x							x	
Safety in Confined Spaces			x	x		x	x															
Safety management Systems for Seveso operations		Safety Management System	x	x		x	x		x	x	x	x	x	x	x	x	x	x		x		
SCBA's training	emergency response in case of spill		x	x		x	x													x		
Specific risks (foam, electronics, metal...)			x	x	x	see below	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Specific trainings (safety equipment in place in the plant)			x	x	x	see below	x	x														x
Sprinkler design and maintenance	sprinkler design and maintenance	sprinkler checklists	x	x		x	x														x	x
Successfully Supervising Safety	safety behavior program		x	x	x	x	x	x	x	x	x											
TDI/MDI unloading	diisocyanate training module		x	x		x	x		x	x												
Use of extinguishers			x	x		x	x		x	x												
Use of nozzles			x	x		x	x															
Ventilation systems	ventilation modules 1 and 2		x	x		x	x					x										
VOC's abatement	plant managers meeting presentation 2006		x	x		x	x					x										
Waste management			x	x	x	x	x	x														