



# CARE GUIDANCE

RECOMMENDATIONS ON BEST PRACTICE

**LEVEL 2**

## Training



# TRAINING

## INTRODUCTION

This is a level 2 document in the ECFIA CARE Guidance series and should be read in conjunction with the level 1 document "Working with HTIW – Effective Risk Management". This document describes the training needs for workers handling HTIW products and ways to organise and evaluate the training.

## WHAT IS THE CARE PROGRAMME?

ECFIA's Controlled And Reduced Exposure (CARE) Programme is an important part of the Product Stewardship Programme. It allows employers to proactively minimize fibrous dust exposure and thus protect workers' health.

## WHAT ARE THE CARE GUIDANCE DOCUMENTS?

These documents form a comprehensive library of information on the safe handling and use of HTIW products. They have been written by industry experts and are designed to give customers of ECFIA members helpful information to put in place effective controls to minimise exposure to airborne fibres. This series of documents will progressively grow as new documents are produced.

**Level 1 guidance document:** "Working with HTIW - Effective risk management"

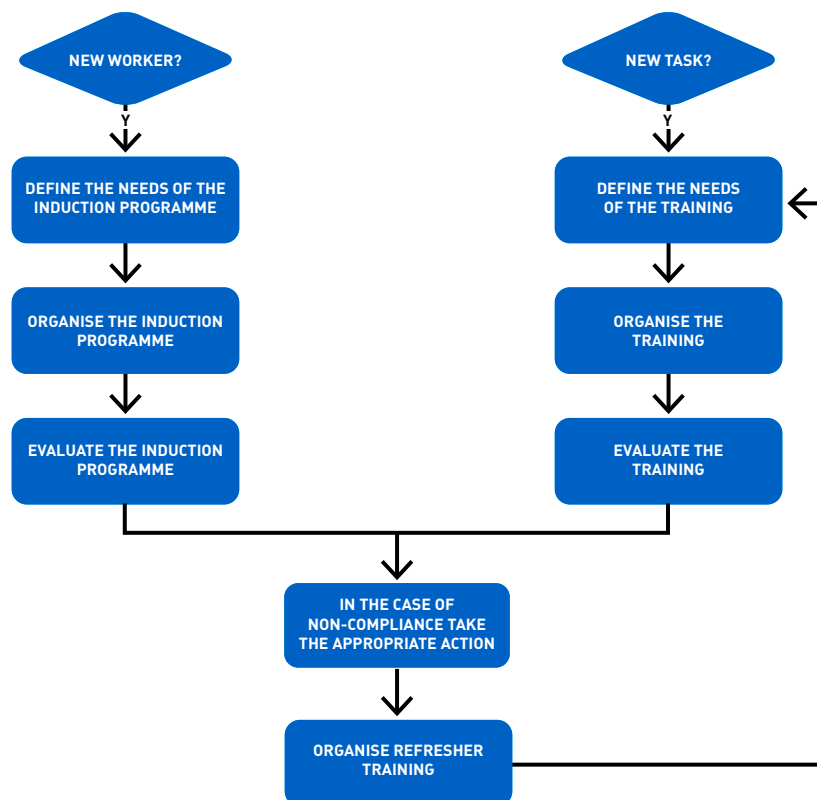
**Level 2 guidance documents:** Risk management measures applicable to HTIW

**Level 3 guidance documents:** Examples of specific applications

## TRAINING PROCESS

All workers must be informed about the risks associated with their job and have ready access to safe handling documentation, safety data sheets and standard operating procedures applicable to their needs and the type of work.

The employer is obliged to provide effective training, adapted to individual training needs, and check the effectiveness of the training. Training includes both induction training and periodic training.



## EVALUATION OF THE NEED FOR TRAINING

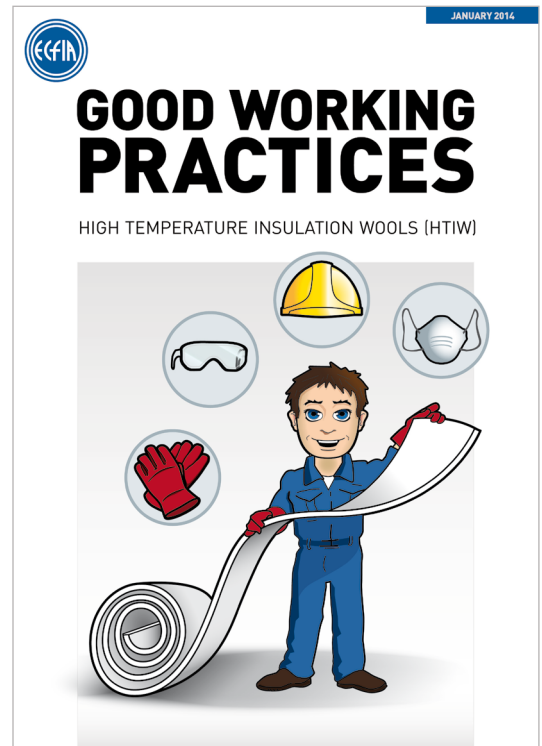
Evaluation of the need for training can be based on:

- Job and task descriptions
- Outcome of the risk assessment
- Past training of the workers
- Outcomes of evaluation discussions with the worker
- Remarks from audits, health and safety tours/discussions

### WHAT TO INCLUDE IN THE TRAINING PROGRAM

Define the goal of the training and what the participants need to know/understand and use during their work. The training program should include the following topics:

1. The meaning of 'the hierarchy of control'
2. The results of risk assessment
3. Explanation of how the main risks are controlled
4. Safe working practices applicable to the job
5. Correct use and maintenance of tools, machinery, engineering controls (collective protective equipment), procedural controls and personal protective equipment



More information related to these topics can be found in the ECFIA level 2 and 3 CARE guidance documents and the leaflet on "Good working practices".

### EVALUATION OF THE TRAINING

It is recommended to not only make sure that workers have followed the training, but also to check if the goal of the training has been achieved. This can be done via tests, questionnaires or on-the-job evaluation.

### CHECK THE IMPLEMENTATION

The training given may not, in itself, be sufficient to impact the behaviour of the worker and ensure that they work in a safe manner according to the safety instructions and topics dealt with during the training. It is important therefore that these aspects are discussed, on a regular basis, on the shop floor with the worker through safety tours, safety discussions, etc.