



The Foundation of Training

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An organization's safety policies and procedures are the foundation of training for all its processes.

Clear policies define protocol ensuring that all employees operate according to a consistent prearranged formula. The scope of written policies includes language covering legal issues that may arise due to the nature of the business or employee health and welfare — especially in hazardous operational conditions.

Procedures document task performance—who, what, when and how. A procedure for a single task defines who is responsible for task completion, what steps are involved in the process, when each step is performed and how the progression of steps function to complete the procedure. The procedures manual, a collection of task procedures, forms the basic guiding document for the consistent completion of core responsibilities and is absolutely critical from an emergency response safety perspective. This year's training will focus on procedures.

