ORIENTATION AND CONTINUING EDUCATION:

All Engineering and Facilities employees shall receive an E&F Employee Orientation Handbook within the first 2 weeks of employment.

Facilities and Engineering employees who maintain and operate utility systems must be familiar with their assigned systems. It is mandatory that employees receive initial orientation and continuing education in the systems they operate. Educational materials should be available for participants in all training.

Accordingly, supervisors/foreman should conduct training sessions to ensure familiarity with systems and cross train employees in systems operations. Training should include normal operation and emergency procedures.

Training sessions may be followed by an evaluation of the training effectiveness to determine how well the employees have learned the subject matter. Testing may be done in one of two ways: either as a written test or through a performance test where simulated operation of actual operation is performed.