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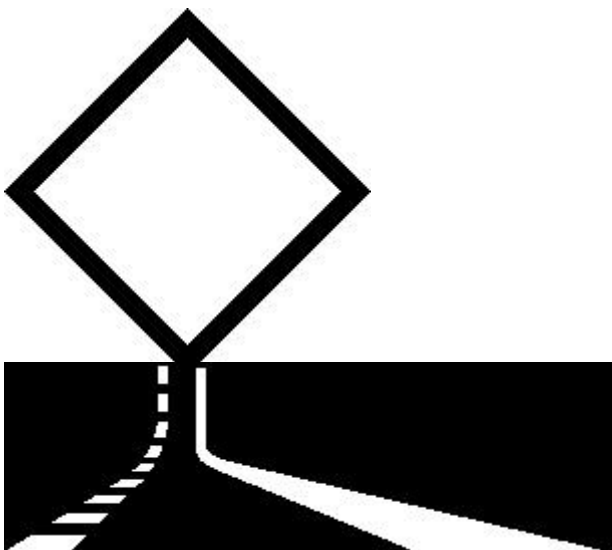
**A Technical Publication  
from the Co-ordination  
and Information Centre**

## **Training**

November 2009

**Dangerous Goods  
And Rail Safety**

**Government  
of Alberta** ■  
Transportation



This material is meant as a guide to certain parts of the Transportation of Dangerous Goods Regulations and is not meant to be a substitute for them. It is the responsibility of handlers, offerers and transporters of dangerous goods to consult the Regulations for the exact requirements. The Coordination and Information Centre of Alberta Transportation can provide accurate information regarding the Regulations 24 hours a day.

**Co-ordination and Information Centre**

**Alberta Transportation  
Dangerous Goods and Rail Safety Branch  
Main Floor, Twin Atria Building  
4999 – 98 Avenue  
Edmonton, Alberta, T6B 2X3**

**Tel. Edmonton: (780) 422 – 9600  
Tel. Province-wide: 1 (800) 272 – 9600  
Fax: (780) 427 – 1044**

**These telephone lines are recorded to assist in responding to the emergency (natural/manmade) and/or inquiry regarding dangerous goods and to ensure that the information is accurate. Direct any questions regarding the recording to the Compliance Officer responding to your call or contact the Manager of the CIC at 780-427-8660. *Legal Authority: Dangerous Goods Transportation and Handling Act, Section 13(1).***

## **INTRODUCTION**

This bulletin was developed to assist anyone who handles, offers for transport and transports dangerous goods. To help you interpret the Transportation of Dangerous Goods (TDG) legislation, Alberta Transportation, Dangerous Goods and Rail Safety Branch, maintains a 24-hour Coordination and Information Centre (CIC). Please call 422-9600 in Edmonton or 1-800-272-9600 from anywhere in the province of Alberta.

## **PURPOSE**

The main purpose of the Transportation of Dangerous Goods (TDG) Act and Regulations is to reduce the hazard to the public, to emergency response personnel and to the environment associated with a spill of dangerous goods. To reduce this hazard the personnel handling, offering for transport or transporting the goods are required to be trained. The training requirements are specified in Part 6 of the TDG Regulations.

## **RESPONSIBILITY**

An employer who has reasonable grounds to believe that an employee is adequately trained and will perform duties to which the training relates must issue a training certificate to the employee. It is the responsibility of each employer to ensure that employees are trained to handle, offer for transport or transport dangerous goods. This can be the employee actually handling, offering for transport or transporting the goods or it can be his immediate supervisor who is trained and who is watching the employee. The employee is required to substantiate that he has adequate training at all times that he has the charge, management or control of the dangerous goods [Section 6.3(1)].

## TRAINING

A person who handles, offers for transport or transports dangerous goods must be adequately trained and hold a training certificate, or must perform those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a training certificate (Section 6.1). A person is adequately trained if they have sound knowledge of all the topics listed below that relate directly to the person's duties and to the dangerous goods the person is expected to handle, offer for transport or transport. Training should include one or more of the following topics related to dangerous goods (Section 6.2).

- (a) the classification criteria and test methods in Part 2, Classification;
- (b) shipping names;
- (c) the use of Schedules 1, 2 and 3;
- (d) the shipping document and train consist requirements in Part 3, Documentation;
- (e) the dangerous goods safety marks requirements in Part 4, Dangerous Goods Safety Marks;
- (f) the certification safety marks requirements, safety requirements and safety standards in Part 5, Means of Containment;
- (g) the emergency response assistance plan requirements in Part 7, Emergency Response Assistance Plan;
- (h) the report requirements in Part 8, Accidental Release and Imminent Accidental Release Report Requirements;
- (i) safe handling and transportation practices for dangerous goods, including the characteristics of the dangerous goods;
- (j) the proper use of any equipment used to handle or transport the dangerous goods;
- (k) the reasonable emergency measures the person must take to reduce or eliminate any danger to public safety that results or may reasonably be expected to result from an accidental release of the dangerous goods;
- (l) for air transport, the aspects of training set out in Chapter 4, Training, of Part 1, General, of the ICAO Technical Instructions for the persons named in that Part and the requirements in Part 12, Air, of the TDG Regulations; and
- (m) for marine transport, the requirements set out in the IMDG Code and the "Dangerous Goods Shipping Regulations", as applicable, and the requirements in Part 11, Marine, of the TDG Regulations.

## ISSUING THE CERTIFICATE

When an employer has reasonable grounds to believe that an employee is adequately trained and will perform duties to which the training relates he or she must issue a training certificate that contains the information below [Section 6.3(1)].

- (a) the name and address of the place of business of the employer;
- (b) the employee's name;
- (c) the date the training certificate expires, preceded by the words "Expires on" or "Date d'expiration"; and
- (d) the aspects of handling, offering for transport or transporting dangerous goods for which the employee is trained, including the specific topics set out in section 6.2 of the TDG Regulations (see page 4 of this document).

The training certificate must be signed by the employee and by the current employer or an employee acting on the employer's behalf [Section 6.3(3)].

## SELF-EMPLOYED AND SUB-CONTRACTORS

A self-employed person may legally sign their training certificate as employer **and** employee. A self-employed person who has reasonable grounds to believe that he or she is adequately trained and who will perform duties to which the training relates must issue to himself or herself a training certificate that includes the information outlined in the preceding section [Section 6.3(2)].

Sub-contractors are considered to be self-employed if their pay cheque is made out to their company; in this case the same rule applies as for clearly self-employed persons. If the sub-contractor's pay cheque is made out to the **individual** then they are counted as employees of that company and must have a training certificate signed by that employer.

## ALTERNATE CERTIFICATES

In some instances other training certificates are acceptable in lieu of the Training Certificate required under the TDG Regulations. The alternate certificates are described below.

- The Certificate of Competency under the "Maritime Certification Regulations" is a valid training certificate under the TDG Regulations if the Certificate of Competency is valid in Canada [Section 6.3(4)].

- A document issued to the driver of a road vehicle licensed in the United States or to a member of the crew of a train subject to 49 CFR is a valid training certificate if the driver or the crew member is trained in accordance with sections 172.700 to 172.704 of 49 CFR and that document is valid in the United States [Section 6.4(1)].
- A document issued to a foreign member of the flight crew of an aircraft registered in a country that is a Member State of the International Civil Aviation Organization is a valid training certificate if the document shows that the person is trained in accordance with Article 33 of the Convention on International Civil Aviation and the document is valid in the Member State [Section 6.4(2)].
- A document issued to a foreign member of the crew of a ship registered in a country that is a Member State of the International Maritime Organization is a valid training certificate if the document shows that the person is trained to transport dangerous goods by ship [Section 6.4(3)].

## **CERTIFICATE VALIDITY**

All certificates of training issued for transportation by road vehicle, railway vehicle or ship are valid for 36 months after the date of issuance by the employer [Section 6.5(b)].

All certificates of training issued for transportation by aircraft are valid for 24 months after the date of issuance by the employer [Section 6.5(a)].

An employer or self-employed person must keep a record of training or a statement of experience, as well as a copy of a training certificate, in electronic or paper form, beginning on the date the training certificate is issued and continuing until two years after the date it expires [Section 6.6].

## **PROOF OF TRAINING**

The employer of a person who holds a training certificate or a self-employed person must provide a copy of the training certificate to an inspector 15 days after the date when the inspector submits a written request. If applicable, the employer or self-employed person must provide a copy of the record of training or the statement of experience and a description of the training material used in the person's training (Section 6.7).

A person who handles, offers for transport or transports dangerous goods, or who directly supervises another person engaged in these activities, must give his or her training certificate, or a copy of it, to an inspector immediately on request (Section 6.8).

## AN EXAMPLE OF A FORMAT FOR A TRAINING CERTIFICATE

<b>CERTIFICATE OF TRAINING</b>	
<b>Name of Employee</b>	
has completed training related to the handling/offering for transport / transporting of dangerous goods as indicated on the reverse. This training is in accordance with the requirements of the Transportation of Dangerous Goods Regulations	
<b>Name of Employer</b>	
<b>Address</b>	
<b>City</b>	<b>Province</b>
<b>Expires on:</b> _____	<b>Date of Issue:</b> _____
<b>Employer's Signature</b>	

<b>Class and Division</b>	<b>Training Received</b>
	Classification
	Shipping names
	Use of Schedules 1, 2 and 3
	Shipping document & train consist
	Safety marks requirements
	Certification safety marks requirements, Safety requirements and safety standards
	Emergency Response Assistance Plan Requirements
	Accidental release reporting requirements
	Safe handling and transportation practices
	Proper equipment use
	Emergency action requirements
	Air transport
	Marine transport
<b>Employee's Signature</b>	