



**Prospective ERT Member Application**  
**EHSS-Phos Program – Emergency Response Appendix C**

**PROSPECTIVE EMERGENCY RESPONSE TEAM (ERT) MEMBER APPLICATION**

**Step 1:** Get approval from direct supervisor to apply and complete the following:

Name _____ Supervisor Initial: _____		
Date of Hire _____ Employee # _____ Telephone (____) _____		
Present Job _____ Area _____		
Have you taken any Certifications or special training focused in safety or related fields?		
_____		
_____		
If so: <u>Certification / Training Name</u>	<u>Date Certified</u>	
_____	_____	
_____	_____	
_____	_____	
<b><u>Experience:</u> Have you had any previous safety related work experience? (use separate sheet if needed)</b>		
If so: <u>Name of Company</u>	<u>Dates Worked</u>	<u>Job Duties</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Optional: Explain in detail why you feel you are the best candidate for the ERT program:</b>		
_____		
_____		



## Prospective ERT Member Application

### EHSS-Phos Program – Emergency Response Appendix C

---

**Step 2:** Read and initial the Member Guidelines:

#### ERT MEMBER GUIDELINES

##### Purpose

- The Mosaic Emergency Response Team (ERT) is comprised of volunteer employees who will respond to:
  - Fire
  - Medical / Trauma
  - Confined Space
  - Hazardous Materials Release / Spills

##### Applicants

- Participation in the Emergency Response Team (ERT) program is voluntary
- Employees interested in joining the ERT must submit their application to the Site ERT Coordinator for review
- The Plant Nurse will review the candidate's medical history and conduct a physical to determine if they meet the applicable requirements
- In addition to passing the medical evaluation, applicants must:
  - Have no abnormal or excessive fear of blood, body fluids, heights and confined spaces
  - Be capable of performing **ALL** activities in which team members are trained

##### Training

Once you have made the commitment to join the ERT team you should understand that you will be accountable for attending the mandatory training and meeting the monthly requirements.

- Training will be 4 - 8 hours in length
  - These monthly training sessions will be used to satisfy the annual refresher and attendance requirements

This section explains potential action for non-compliance with the ERT Program.

- Training is offered multiple times per month. If an employee fails to make one of the sessions due to scheduling conflicts or an excused absence, it will not adversely affect their status on the team. However, if the member fails to attend any class without an excused absence, they will be required to discuss this absence with the Site ERT Coordinator or designee
- **Probation** – If a member misses two required training events without justification - (see attendance), they may be placed on probation from the ERT program
- A member may, at the discretion of the Site ERT Coordinator, be placed on probation for:
  - Unsatisfactory performance
  - Inappropriate behavior



## Prospective ERT Member Application

### EHSS-Phos Program – Emergency Response Appendix C

---

- Failure to meet prescribed standards
- Probation will consist of formal written notification from the Site ERT Coordinator and routed through the members Supervisory chain. The notification will inform the member of the probation period and action that caused the probation. The probation will last up to three (3) months. If no further infractions of the ERT Program are made, then the member will be removed from the probation list



- **Suspension** – Suspension from ERT may be recommended if:
  - The member misses additional training events while on probation
  - The members behavior/performance is unbecoming of the expectations of an ERT member
  - If the member is placed on probation twice during a rolling 12-month period



#### **Attendance**

- Class attendance will be considered equivalent to a regularly scheduled workday. Only excused absences will be acceptable (i.e. vacation, funeral leave, work related activities, etc.)

#### **Equipment**

- If a team member has been issued ERT response equipment they will be held accountable for maintaining, and for returning this equipment, or any other items issued upon leaving the team.

\_\_\_\_\_ **Initial**



## Prospective ERT Member Application

### EHSS-Phos Program – Emergency Response Appendix C

---

**Step 3:** Complete the interview:                     Interview    Date completed \_\_\_\_\_

**Step 4:** Complete the Physical:                     Physical    Date completed \_\_\_\_\_

**Step 5:** Attain Approval Signatures:

<u>Signature</u>	<u>Date Signed</u>
Supervisor: _____	_____
Area Mgr.: _____	_____
Nurse: _____	_____
Safety (see box below): _____	_____

**ACKNOWLEDGEMENT**

*I have read the Mosaic Emergency Response Team (ERT) Guidelines and agree to abide by them - this includes attending all training. I understand that failure to meet these minimum requirements will result in being removed from the team.*

*In addition, I will accept accountability for the equipment which has been or will be issued to me as a member of the Emergency Response Team (ERT) and agree to return all items issued when I leave or am removed from the team.*

**PRINT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**Step 6:** Return form with all 4 approval signatures and signed acknowledgement to the ERT Coordinator

**Safety** – please check box if applicant will require access

**Badge Access for Secured Areas / Buildings is needed**  
 (NOTE\* a badge request form must be filled out in addition to this application to facilitate this)