

## Training Plan (2006)

Training Type	Target Staff	Length	Date	Responsible Personnel
<i>EMS implementation</i>	<i>All dept. managers, EMS committee members.</i>	<i>Half-day</i>	<i>1-1-2006</i>	<i>EMR or DEMR</i>
<i>EMS awareness training</i>	<i>All level of staff except those attended EMS implementation training</i>	<i>2 hours</i>	<i>2-1-2006 – 5-1-2006</i>	<i>EMR or DEMR</i>
<i>EMS internal auditor</i>	<i>Internal auditor appointed by various dept. managers</i>	<i>2 days</i>	<i>1-3-2006</i>	<i>EMR/ External trainer</i>
<i>Environmental protection conceptual training (embedded in induction training)</i>	<i>All new staff</i>	<i>2 hours</i>	<i>On-going</i>	<i>EMR or DEMR</i>
<i>Training on Fire Drill</i>	<i>All level of staff</i>	<i>0.5 hour</i>	<i>1-4-2006</i>	<i>HR Manager</i>
<i>Solid waste handling (both recyclable and refuse)</i>	<i>Admin Dept, operators</i>	<i>2 hours</i>	<i>1-2-2006</i>	<i>Admin Manager</i>
<i>Wastewater treatment</i>	<i>WWTP Operators, Facility Manager</i>	<i>Half-day</i>	<i>2-2-2006</i>	<i>HR Officer</i>
<i>Chemical spillage, spillage kit handling and responses on leakage</i>	<i>Plant Manager and Production Engineers, storekeeper and Facility technicians, emergency team member, contractors (e.g. WWTP technicians).</i>	<i>2 hours</i>	<i>1-2-2006</i>	<i>EMR or DEMR</i>
<i>Chemical signs understanding and safety of chemicals handling</i>	<i>Plant Dept., Facility Dept, QA Dept.</i>	<i>Half-day</i>	<i>1-2-2006</i>	<i>EMR or DEMR</i>