

# Environmental Procedure Training (EP-03)

**Date : 01-01-2006**

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(Chief Executive Officer)

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**1.0 Purpose**

This procedure describes the provisions of training to ensure that any persons working for or on behalf of the company involved in the activities covered by the scope of the EMS are properly trained to carry out their assigned duties in a manner that will not cause deviation from company environmental policy.

**2.0 Scope**

This procedure applies to EMS related training for staff any persons working for or on behalf of **HKGEAC** involved in the activities covered by the scope of the EMS. **HKGEAC** will ensure that all people performing tasks for or on behalf of the organisation, which includes contractors, sub-contractors, temporary staff and remote workers, have had an appropriate assessment for their potential to cause a significant environmental impact and the associated competence required.

**3.0 Reference Documents**

Section 4.4.2, EMS Manual

EP-04            Control of Documents

EP-08            Control of Records

**4.0 Definitions**

- EMR                      – Environmental Management Representative
- EMS Committee       – Environmental Management System Committee
- HRM**                    – **Human Resources Manager**

**5.0 Responsibility****5.1 Environmental Management System Committee / Departmental Manager**

The EMS Committee / Departmental Managers shall ensure that persons working for or on behalf of the company within the scope of EMS are competent on the basis of appropriate education, training or experience. The EMS Committee / Departmental Managers shall identify training needs for persons working for or on behalf of the company to ensure individual competence to implement the EMS effectively.

**5.2 Human Resources Manager**

The **HRM** shall consolidate the training needs and prepare an annual training plan (Appendix 1). The **HRM** shall also arrange or coordinate training and keep training records.

**6.0 Procedure****6.1 Identification of training needs and development of training plans**

- 6.1.1 The EMR shall consult with the Function / Departmental Managers to identify the needs of environmental training where appropriate. The EMS Committee may identify additional training needs in consultation with individual staff members.
- 6.1.2 The **HRM** shall produce an annual training plan. The HRM shall consider various types of environmental training programmes or other means such as:
  - ISO 14001 Awareness Training Programmes
  - EMS Implementation Training
  - EMS Auditor Training
  - Other specific on-job training

**6.2 Organisation of Training**

- 6.2.1 For each staff of HKGEAC, the HRM shall establish, implement and maintain a Training Record of any type of EMS related training received. Where a training course is undertaken internally, names of the attendants shall be recorded in the Training Attendance Record (Appendix 2).
- 6.2.2 The effectiveness of training may be evaluated by HRM / Departmental Manager through questionnaire, test, on-job performance review, internal audit, etc.. The evaluation method shall be defined in the Training Plan.

**7.0 Records**

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Annual Training Plan (EF-EP03-01)	HRM	1 year
Staff Training Records (Refer to personal file of HR Dept)	HRM	Until the staff leave
Training Attendance Record (EF-EP03-02)	HRM	1 year
Training Materials (Refer to personal file of HR Dept)	HRM	Keep the latest version

**8.0 Appendix**

Appendix 1 : Training Plan (EF-EP03-01)

Appendix 2 : Training Attendance Record (EF-EP03-02)

## Training Plan (2006)

Training Type	Target Staff	Length	Date	Responsible Personnel
Chemical signs understanding and safety of chemicals handling	Production Dept., Engineering Dept., Facility Dept, QSE Dept.	Half-day	1-2-2006	EMR or DEMR
Chemical spillage, spillage kit handling and responses on leakage	Production Manager and supervisors, store keeper and Facility technicians, emergency team member, contractors (e.g. WWT technicians).	2 hours	1-2-2006	EMR or DEMR
Operation of boiler	Facility engineers / technicians	Half-day	2-2-2006	Facility Manager
EMS internal auditor	Internal auditor appointed by various function / dept. managers	2 days	1-3-2006	EMR or DEMR
Environmental protection conceptual training (embedded in induction training)	All level of staff	2 hours	2-1-2006 – 5-1-2006	EMR or DEMR
EMS implementation	All function / dept. managers, EMS committee members.	Half-day	1-1-2006	EMR or DEMR
Training on Fire Drill	All level of staff	2 hours	1-4-2006	HR Manager
Wastewater treatment	Engineers, QSE Dept	Half-day	2-2-2006	Engineering Manager
Solid waste handling (both recyclable and refuse)	Admin Dept, cleaners and workers.	2 hours	1-2-2006	Admin Manager

&lt;Topic&gt;

&lt;Date/Time&gt;

&lt;Venue&gt;

&lt;Trainer&gt;

**List of Participants**

<b><u>No.</u></b>	<b><u>Name</u></b>	<b><u>&lt;Signature&gt;</u></b>	<b><u>Position / Div. / Dept. /Loc.</u></b>