

Training Plan (2006)

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