



## 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 the company environmental policy.

## 2.0 Scope

This procedure applies to EMS related training for staff any persons working for or on behalf of WBC involved in the activities covered by the scope of the EMS. WBC 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 Resource 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 Project / 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 WBC, 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	Target Date	Responsible Personnel
Examples:				
Awareness training	All staff	Half day	Jan 2006	EMS Manager
Implementation training	Departmental Managers	Half day	Jan 2006	EMS Manager
Emergency response training	Relevant construction sites staff	Half day	Jan 2006	EMS Manager
Environmental best practice for construction site	All staff at construction site	Half day	Jan 2006	EMS Manager
Internal Auditor training	Departmental managers, Project Managers, EMR & DEMR	2-day	March 2006	EMS Manager

<Topic>

<Date/Time>

<Venue>

<Trainer>

**List of Participants**

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