1.0 AFFECTED PARTIES
All Environment, Health and Safety personnel

2.0 PURPOSE

The purpose of this document is to describe the EHS Training requirements for personnel at the GMP plant.

3.0 SCOPE

The requirements outlines in this procedure are to be completed by all colleagues at the GMP site. Where specifically stated, some of the requirements in this procedure are to be completed by all personnel on site including:

- Non Manufacturing Operation colleagues
- Casual and Temporary Contractors

4.0 RESPONSIBILITY / BUSINESS RULES

- It is responsibility of the EHS Manager or delegates to identify training needs for each employee group based on their job functions. This will form the basis of the training matrix.
- It is responsibility of training coordinator to develop an annual training schedule based on training matrix.
- It is the responsibility of the EHS Coordinator to ensure the required training is completed as scheduled.
- The area managers and Team Leaders have the responsibility to ensure that colleagues in their area complete all training as identified in the training matrix.

5.0 PROCEDURE

5.1 EHS training

5.1.1 Manufacturing Site Colleagues

All colleagues are required to undergo EHS Induction training upon starting of work. This training aims to provide basic understanding of EHS concepts. The induction program is computer based on-line-site-specific training, which includes:

- Introduction to EHS Policy and concepts
  - Emergency Response plan & Procedures
  - Incident / Accident Reporting
  - Spill Response procedures
  - First Aid procedures