

Standard Operating Procedure

Title: Environmental Health and Safety Training



- Incident / Accident Reporting
- Spill Response procedures
- First Aid procedures
- Use of personal protective equipment

All colleagues are required to undergo EHS refresher training once a year or as required. This training aims to provide continued learning in EHS.

The Department Managers / Team Leaders in conjunction with EHS department shall develop specific training requirement for their department which may include:

- Use of personal protective equipment & respiratory protection
- Manual Handling
- Forklift Refresher
- Hearing conservation
- Compressed gases / Dangerous goods

The Department Managers / Team Leaders in conjunction with EHS department shall develop specific job function training requirements and certification program which may include:

- Confined space entry
- Hot work
- Forklift training for licenses
- First Aid certification
- Advanced Resuscitation
- EHS Committee training

5.1.2 Non Manufacturing Operation Colleagues

Non Manufacturing Operation colleagues are required to undergo Emergency Response procedure and Incident / Accident Reporting procedure.

5.1.3 Casual and Temporary Contractors

Casual and Temporary Contractors including cleaning staff, canteen staff and security are required to undergo EHS Induction, [Emergency Response Procedure](#), Incident / Accident Reporting and specific training as required according to their job functions.

5.2 Identification of Training

The EHS Department with area manager and team leader shall identify training and awareness needs in reference to position description requirements at the time of employment of a colleague. This will include consideration of any applicable changes in duties, legislation, technology and risk assessments of activities performed by the staff. In addition all staff, whose work may create a significant impact upon the environment, shall receive appropriate training. Other training may be identified through:

- Departmental requests for specific and general training needs
- [Identification of hazards](#) in any particular area

5.3 Attendance