

Training

Aim

This aim of this procedure is to ensure that all staff of the Organisation receive environmental awareness training, and specific training in the environmental responsibilities and likely environmental impact of their individual jobs, and that training records are kept.

Scope

This procedure applies to all the Organisation's staff including new, part-time, off-site staff, transferred staff, as well as permanent on-site contractors.

Responsibility

Management	Prepare Job Descriptions and/or define Roles & Responsibilities
Administration Staff	Recruitment of personnel, maintenance of records
Managers & Supervisors	Conduct initial skills audit, arrange training.

Methods

New staff are hired in accordance with standard recruitment practices.

Upon commencement, new staff will receive induction training to introduce them to the Organisation and its systems and procedures. Details of induction completed will be included in each employee's [Training Record](#). Management may conduct a skills audit of each position. This audit will confirm the skills required for each position and will map the existing skills of staff in each department.

Where a "gap" is identified between required and existing skill levels, appropriate training is sourced (either internal or external to the Organisation) and the Department Manager/Supervisor shall prioritise and schedule the training within a reasonable time frame.

Records of skills training and environmental awareness training undertaken shall be maintained in the staff members' files.

The syllabus for basic training of environmental awareness includes the following:

- The importance of conformity with the environmental policy and associated procedures and within the requirements of the Organisation's EMS.
- Significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance.
- Each staff's role and responsibility in achieving conformity with the requirements of the Organisation's EMS.
- Potential consequences of departure from specified procedures.

Records

Records of training are maintained in the [Training Register](#)