


Vacman Cleaning Ltd	
Environmental Management System	

<b>Procedure Title:</b> Training		<b>Procedure No:</b> 13
<b>Date issued:</b> 03.05.03	<b>Last revised:</b> 22.6.05	<b>Revision No:</b> 05.0
<b>ISO 14001 reference:</b> 4.4.2, 4.4.6		
<b>O M reference:</b> None		
<b>Related procedures:</b>		
<ul style="list-style-type: none"> <li>▪ Procedure 19 - Maintenance of Register of Applicable Legislation and Other Requirements</li> <li>▪ Procedure 24 - Internal EMS Audit</li> <li>▪ Procedure 12 - Resources/Consumables Use</li> <li>▪ Procedure 1 - Communications</li> <li>▪ Procedure 4 - Emergency response</li> <li>▪ Procedure 7 - Environmental Complaints</li> </ul>		

## 1. Purpose


- 1.1 This procedure covers the identification of environmental training needs, the provision of training and maintenance of records for person(s) working for, or on behalf of, Vacman Cleaning Ltd.

## 2. Scope

- 2.1 This procedure covers the requirement to provide appropriate environmental training for all the Company's employees, as well as those persons working on behalf of the Company.
- 2.2 It covers the provision of two types of training - 'competency' and 'awareness'.

## 3. Definitions

- 3.1 Training needs – a gap in the skill, knowledge or behaviour required to reach a given standard
- 3.2 Training plan – the programme of activities designed to satisfy the training needs
- 3.3 Training record – the means by which completed training needs are recorded.
- 3.4 Competency training – the training of employees to enable them to fulfil their duties in a competent manner and consistent with the aims of the environmental policy and management system.
- 3.5 Awareness training – raising the environmental awareness of employees to increase their understanding of environmental issues and the relevance of those issues to Vacman's activities, products and services.


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#### **4. Responsibilities**

- 4.1 The Managing Director working with Line Managers and Supervisors , is responsible for the identification of training needs of the Company.
- 4.2 Line Managers are responsible for reporting any highlighted training needs and ensuring that personnel (including external contractors) under their control are appropriately trained to complete their tasks.
- 4.3 The Managing Director is responsible for the development and implementation of an environmental training plan, as appropriate.
- 4.4 It is the responsibility of all employees to notify their Line Manager if they need specific environmental training that has not been provided as part of a corporate programme, or been previously identified.
- 4.5 It is the responsibility of all employees to ensure that they comply with the provisions of this policy in so far as they relate to matters within their control.

#### **5. Procedure**

- 5.1 All members of staff will receive periodic environmental awareness training, in an appropriate format according to their role and department.
- 5.2 Key personnel, such as Supervisors, will receive additional competency training to enable them to fulfil their specific duties in a competent manner.
- 5.3 Refresher courses, particularly for Site Managers or their nominated representatives with responsibility for management and record keeping in accordance with the EMS, will be provided as appropriate.
- 5.4 The training requirements of all employees will be assessed regularly in accordance with wider organisational policy, the results of internal audits and the management review process.
- 5.5 All new recruits will receive appropriate information about the Company's environmental policy and management system and their duties as employees.
- 5.6 All persons working on behalf of the Vacman Cleaning Ltd will receive environmental awareness and competency training, as appropriate to their role and responsibilities.
- 5.7 Environmental training will be provided to make persons working for, or on behalf of, the Company aware of:
  - 5.7.1 the importance of conformance with the environmental policy and procedures and with the requirements of the environmental management system;

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- 5.7.2 the significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance;
  - 5.7.3 their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the Environmental Management System, including emergency preparedness and response requirements;
  - 5.7.4 the potential consequences of departure from specified operation procedures.
- 5.8 At the conclusion of all training, a Training Attendance List should be completed and signed. Training Attendance Lists will be completed for all in-house courses and are available on request from the Head Office.
- 5.9 The information from the completed Training Attendance Records is added to the training history of the individual employee on the training database.

## 6. Further References

Training Strategy – Document 8

## 7. Record Forms

None.