

T1 Training, Awareness and Competence

T1 Training, Awareness and Competence

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T1 Training, Awareness and Competence

1.0 Scope

This procedure covers the Environmental training policy operated by the abattoir for all staff. The Company shall ensure that new and existing personnel are adequately trained to perform the tasks assigned to them without leading to environmental or personal harm. It covers the provision of two types of training - 'competency' and 'awareness'.

2.0 Definitions

Induction	Bringing on board.
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.
Awareness training	Raising the environmental awareness of employees to increase their understanding of environmental issues and the relevance of those issues to the Company's activities, products and services.

2.1 Abbreviations

EMR	Environmental Management Representative
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3.0 Responsibilities

3.1 Managing Director

- Responsible for allocating time and resources to allow training of employees to be carried out.

3.2 Personnel Manager

- Organises induction training for new employees on environmental, quality and health & safety issues.
- Keeps signed checklists confirming that induction and ongoing training have been completed.

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3.3 EMR

- Identifies the training needs of employees with respect to the environmental management programme and emergency preparedness.
- Ensures that sub-contractors working on site have the necessary experience and competence with regard to environment and health & safety issues.
- Informs subcontractors about the Company environmental policy and gains their signed acceptance of the policy whilst working on site.

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4.0 Procedure

The EMR has overall responsibility for the identification of the environmental training needs of Company personnel.

The Personnel Manager has overall responsibility to ensure that the training programmes are completed as directed in conjunction with management representative.

All new and existing staff within the organisation shall receive training on the environmental policy and the Environmental Management System

Environmental Management Awareness training shall include the following:

- Introduction to the Environmental Policy, and the Environmental Management System
- Specific environmental issues, e.g., significant environmental impacts, etc.
- Potential consequences of departures from specified operating procedures
- Environmental benefits of the Environmental Management System
- Review of progress after a specified period of time.

A record of all training carried out shall be retained with in the personnel files of all employees.

Key personnel will receive training for environmental competence as initially identified through the Initial Environmental Review, and thereafter from the process of internal auditing and management reviews. Site Managers or their nominated representatives with responsibility for facilities management and record keeping in accordance with the EMS, will be provided in accordance with the regulations and guidance published by DEFRA and designated bodies.

4.1 Induction Training (All Staff)

All new employees shall receive the Environmental Management System Awareness training as part of their induction to the Company.

4.2 Awareness Training

The Personnel and EMR will organise training to raise general environmental awareness throughout the organisation and will explain how individual employees can help the organisation to meet its environmental targets and objectives.

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4.3 Skills Enhancement Training

The Personnel Manager shall organise advanced training for personnel whose daily job functions can or may cause significant damage to the environment. These persons shall be competent on the basis of appropriate education, training and/or experience.

The Managing Director shall receive training regarding the waste management permit to ensure that they are aware of all of their functions and duties under the permit.

4.4 Internal Auditors

The EMR shall provide basic auditor training to chosen internal auditors. The EMR shall also shadow new internal auditors for the first 2 audits they perform. Alternatively the Company shall provide external training for internal auditors.

4.5 Emergency training

Training for Emergency situations shall be provided by the Company, this shall include fire and spillage training.

4.6 Sub-contractors

Where a sub-contractor is called upon to provide skilled services, the responsible Manager shall ensure that that the sub-contractor has the appropriate training and qualifications

4.7 Training review

The training needs of staff shall be reviewed at each Management review meeting to ensure that improved personal performance of all staff, and a training needs analysis shall be completed.

4.8 Training records

At the conclusion of all training a Training Attendance List should be completed, signed and sent to the Personnel Manager. Training Attendance Lists will be completed for all training courses.

5.0 Records

Personnel records

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