

CHAPTER 4

TRAINING REQUIREMENT

4.1 ENVIRONMENTAL TRAINING

Environmental Management System (EMS) refers to the management of an organization's environmental programs in a comprehensive, systematic, planned and documented manner. It includes the organizational structure, planning and resources for developing, implementing and maintaining policy for environmental protection. In certain projects, it is possible that the workers did not possess the knowledge in regards to their own EMS (if any) or environmental aspect of the project. This is why environmental training is needed. The environmental training is designed for the people who are involved in the project implementation. The purpose is to provide middle management, line managers and person in charge as well as workers (developer or contractor) who will be involved in the execution of project activities with the information on why the Environmental Management System (EMS), the environmental requirements (including procedures and regulations) and guidelines for environmental protection should be implemented. The responsibility is on the Project Proponent to ensure their workers received a sufficient environmental training. In order to complete the trainings a participant shall have:

- Knowledge of business operations
- Knowledge of initial project planning
- Understanding of an environmental policy
- Understanding of environmental aspects, risks and impacts and risk management
- An appreciation of legislation
- An appreciation of improvement programmes
- An appreciation of management operations
- Knowledge of where to go for further advice and information

4.1.1 TRAINING PROGRAMME DETAILS

Objective	To give participants an understanding of the key features of implementing an EMS that will be relevant to their own organization.
Preparation	As the audience for this course may vary widely, the training provider should provide relevant pre-course work and/or information to each participant, to ensure the participants are aware of the standards required on the training and to try to ensure no one is at a disadvantage during the training. For in-house training, training providers shall consider issuing pre-course work which will give the delegates an environmental insight into their own organization.
Duration	<p>24 hours minimum excluding breaks and any examination (normally over a period of 3 days).</p> <p>The course may need a longer time to ensure;</p> <ul style="list-style-type: none"> • Coverage of the course syllabus • Delegate continuous assessment • Continuity between teaching days • Control procedures
Tutor Competence	Only tutors who have proven experience of managing or implementing management systems will be approved to deliver the environmental training. (Tutors should have experience in evaluating environmental issues and participating in managing an EMS).

4.2 TRAINING SYALABUS

1. Business Operations

- Management systems – in general
- Stakeholders(external/internal)
- A background and current practice of EMSs
- Specialized terminology
- Sustainability issue
- Biodiversity and business

2. Initial project planning

- The need to secure management commitment
- Overview of an EMS – spirit and requirements
- Consideration of business culture and communications
- Change management
- The role of the ‘EMS Representative’ and other senior Managers/Directors
- Project organisation, management and control
- Available resources
- Initial review – why it is needed and what to include
- Allocation of EMS responsibilities
- How to raise employee awareness through training and other means
- Available standards/codes and their uses
- Integrated management systems

3. Environmental policy

- Objectives and targets of an environmental policy
- Communication/availability
- Reviewing and updating

4. Environmental aspects and impacts and risk management

- The place of environmental risk and control within the topics of corporate risk assessment and management (‘corporate governance’)
- Suitable methodologies to determine environmental aspects and significant environmental impacts including:

i. Identification methods

- ii. Sustainability issues
- iii. Biodiversity issues
- iv. Evaluation/review of significance criteria
- v. Assessment of environmental risk
- vi. Concerns of interested parties
- vii. Spatial parameters, extent of organization activity/impacts
- viii. Temporal parameters – historical impacts and future activities
- ix. Fugitive, point sources, distributed sources etc.
- x. Control and mitigation of impacts
- xi. Relation between environmental assessment outcomes and other elements of the management system

5. Legislation

- The framework of national environmental legislation and regulatory requirements
- Current and future legislation
- Dissemination of legislation understanding within the EMS
- Monitoring of legislation compliance
- Liaison with regulatory agencies

6. The improvement programme

- The meaning of continual improvement
- Defining objectives and targets – determining priorities – environmental cost accounting – relation to policy and environmental impacts
- Improvement programmes – management – programme control
- Monitoring and measuring improvement

7. Management Operations

- What to control
- The role of documentation
- The role of training – the knowledge that is required types of training that are required
- Alternative methods of formalising the system
- Pro-active communications, internal, external; the role of stakeholders
- The emergency programmes planning
- EMS system reporting to senior management

- The monitoring and auditing programmes, critical factors when starting the audit programme- corrective and preventive action programmes.
- The role of Management Review

8. Advice and information

- Sector guidance, other guidance
- Relevant references and contacts e.g. DOE, local authority, internet references
- Professional bodies, registration schemes, competent personnel, qualifications
- Future developments

4.3 PROPOSED TRAINING PLAN & PROGRAMME FOR THE PROJECT

Table 4.1: Proposed Training Plan & Programme for the Project

No	Training Programme	Objective Training	Target Participant	Schedule	Training Cost (RM)
1	Briefing on the EIA Schedule 1 Approval Conditions, the formation of the Environmental Management Team (EMT).	<p>(i) Briefing on the EIA schedule 1 Approval Conditions, the environmental management process and the DOE requirement.</p> <p>(ii) Briefing on the roles and responsibilities of personnel in managing the environmental aspects of the Project.</p> <p>(iii) To increase awareness of all workers at site about the potential environmental issues at the construction site.</p> <p>(iv) To make sure that all workers at the site follow all the guideline to reduce environmental pollution.</p>	Environmental Management Team (EMT)	Before construction work begins, Construction Phase and Operation Phase	In-House Training
2	Environmental Competency	(i) Demonstrates proficiency in the	Environmental	Pre-	CESSWI-

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	Courses – Certified Erosion, Sediment and Storm Water Inspector (CESSWI) -Certified Inspector Sediment or Erosion Sediment Control (CISEC)	erosion, sediment and storm water inspection (ii) Enhances technical and professional credibility of EO (ii) Increases personal and company value, recognition and marketability (iii) Encourages greater commitment and personal career growth (iv) Satisfies the qualified person requirement in Environmental Audit by DOE, Malaysia	Officer (EO)	construction and construction phases	RM 3,800.00/person CISEC – RM 3,200.00/person Organizer for CESSWI - EnviroCert International, Inc Organizer for CISEC – CHT- Natural Solutions Sdn Bhd
3	Environmental Control	Standard mitigation measures according to the EMP and developed environmental instruction, which cover water pollution control, air and noise pollution control, wastes management, erosion and sediment control, etc.	EO, inspection members of the EMT and senior level site personnel.	Before and during construction phase	Fees per participant to be decided by Organiser.
4	Toolbox meeting	To help workers recognize and control hazards that may be occurred	All personnel working in the	Construction phase	In-house training by the contractor/safety officer

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		or found on construction sites.	site		
5	Environmental, health and safety legal and other requirement	<ul style="list-style-type: none"> Understand the legal frameworks in Malaysia Identify the applicable environmental, health and safety legal and other requirement associated with environmental aspects 	All personnel working in the site	Pre-construction and construction phases	RM 2,000.00/person Organizer – WCS Worldwide Consultancy Services Sdn Bhd
6	Safety and Health Competency Courses – OSH management system (OHSAS 18001)	The training enables the HSE (including EMT) to develop and establish an effective Safety, Health and Environmental framework for the Project as per requirement by the legislation for site construction works.	HSE, Inspection members of the EPMC	Pre-construction and construction phases	Fees are as per course by NIOSH
7	Introduction to ISO 14001:2015 Environmental Management System and Environmental Awareness	<ul style="list-style-type: none"> To increase the knowledge on essential elements and requirements of environmental management according to the framework of ISO 14001. The training will cover the details of ISO 14001:2015 elements and 	EO, Safety Officer	Construction Phase	Fees per participant to be decided by the Organiser

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		requirements. The training will cover the global and local environmental issues, environmental incidents and the environmental issues in the construction industry.			
8	EIA conduction course	- To increase knowledge on the EIA legal and requirement	EO	Pre-construction and construction phases	RM – 800/person Organiser -EIMAS

4.4 LEARNING OUTCOMES FOR THE TRAINING PROGRAMME



To achieve the desired outcome, the training provider shall work closely with the participants (contactor, developer) where everyone will give a full commitment during the implementation of environmental training programme.