



PHARMA DEVILS

ENVIRONMENT HEALTH SAFETY DEPARTMENT

STANDARD OPERATING PROCEDURE

TITLE: Environmental Competence, Training and Awareness

SOP No.:		Department:	SH	
		Effective Date:		
Revision No.:		Revision Date:		
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1.0 OBJECTIVE:

To lay down a procedure for Environmental Competence, Training and Awareness.

2.0 SCOPE:

This SOP is applicable for the all relevant employees for the accomplishment of the company's environmental policies, objectives and targets at

3.0 RESPONSIBILITY:

Officer / Executive - EHS

4.0 ACCOUNTABILITY:

Head – EHS

5.0 PROCEDURE:

5.1 IDENTIFICATION OF ENVIRONMENTAL TRAINING NEEDS

5.1.1 The department heads, in coordination with the HR Training & Development Department, shall identify the training needs of their employees relevant to their work's significant impact on the environment and their safety.

5.1.2 Identification of non-hazardous, chemical & hazardous waste that employees might encounter in the performance of their job shall be considered in the identification of applicable training needs.

5.1.3 Emissions that employees might encounter should also be included in the identification of employees' training needs.

5.1.4 Employees performing critical operations shall also be given proper training.

5.1.5 Identification of laws that might require training, for the hazardous chemicals and waste, must also be done.

5.1.6 For the identification of training needs use the Training Needs Analysis Survey Form as per SOP.

5.1.7 Certain senior identified in the organization requiring relevant environmental training shall be included in the Training Plan.

5.1.8 Employee's knowledge, skills and abilities shall be assessed if they meet the qualifications needed for the position.

5.2 PROVIDING THE TRAINING:

5.2.1 The types of training to be provided to concerned employees, based on their identified training needs, shall include (but not limited to) the following.

5.2.1.1 Basic ISO 14000 environment management system awareness.



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5.2.1.2 Awareness to environmental policy, objectives and targets.

5.2.1.3 Emergency preparedness training.

5.2.1.4 Hazardous waste handling / management.

5.2.1.5 Emergency response.

5.2.1.6 Pollution Control Officers training.

5.2.2 The immediate superior of employees whose work had been identified to have significant environmental impact shall have the responsibility of informing the employees of the said affect of their work. Likewise, they should also be made aware of the environmental benefits if there can be improvement in the performance.

5.2.3 All employees should be made aware of their responsibilities in attaining the company's environmental policy, objectives and targets, the importance of following set procedures and the potential consequences in case of deviation from specified operating procedures.

5.2.4 The company shall also make sure that only qualified employees are assigned to perform critical operations. The experience acquired by an employee may also be considered as his qualification to perform such tasks. Qualifications and relevant skills may be acquired either through formal training or on-the-job training.

5.2.5 Some training may be provided in-house by the HR Department with the coordination of the EMR/EHS Department depending on the training to be given. An outside consultant may be requested to provide special training or the company may send employees outside for special training.

5.2.6 Employees trained outside are capable to conduct echo trainings in-house.

5.2.7 Training attended by employees shall be recorded in their individual Training Record.

5.2.8 Verification of training effectiveness shall be conducted periodically.

5.3 CONTRACTOR'S TRAINING REQUIREMENT

5.3.1 In cases where contractors are hired by the company to perform work that had been identified to have significant environmental impact when not controlled, the department head of the area where services of the contractors are needed should make sure that the contractor has demonstrated that his employees have appropriate training, that they are capable to perform the task and are also informed of the environmental impact and their significance of their work.

6.0 REFERENCES:

- ISO 14001:2004 Environmental Management System (EMS)-Requirements with guidance for use.



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- SOP, Titled “Training of Employees”

7.0 ANNEXURES: NA

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No.1 Head EHS
- Master Copy Quality Assurance Department

9.0 ABBREVIATIONS:

SOP	Standard Operating Procedure
Ltd	Limited
No.	Number
EMS	Environmental Management System
EMR	Environmental Management Review

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		