



ENVIRONMENTAL BRIEFING

Sustainability Training – New Year Refresher

Overview

In a change to our usual new year environmental training package, for the 2024 training we would like sites to review the existing environmental training matrix and undertake any overdue environmental or energy training packages. Internal audits have highlighted that overdue environmental training is a trend across many sites so this is a useful opportunity to address the issue before our ISO 14001 environmental management auditors raise it as an area of concern.

We appreciate there are many time-constraining pressures early in the new year so the Sustainability training review can be carried out any convenient time in January or February.

		Training Register									
		SR05									
		Revision 5									
		DATE									
Training Needs Identification Matrix/Record											
Job role (Adapt as appropriate)	ET01 - Environmental Awareness & New Starter Induction	Environmental Awareness (DVD)	ET02a, 02b, or 02c - Environmental Permit Training	ET03 - Waste Management Duty of Care	ET 05 - Oil Storage Regulations	ET06 - Water and Effluent Management	ET08 - Energy Efficiency	Manual 4 Operational Work Instructions	Energy Audit Training	New Year Training	
*Operations Manager	Y	Y	Y	Y	Y	Y	Y	Y			
**[insert name]									Y		
Energy Auditor											
**[insert name]											
*Site Manager	Y	Y	Y	Y	Y	Y	Y	Y			
**[insert name]											
Assistant manager	Y	Y	Y	Y	Y	Y	Y	Y			
[insert name]											
Foreman	Y	Y	Y	Y	Y	Y	Y	Y			
[insert name]											
Filter	Y	Y	Y				Y	Y			
[insert name]											
Site Operative	Y	Y	Y				Y	Y			
[insert name]											
[insert name]											
[insert name]											
Weighbridge Clerk	Y	Y	Y	Y			Y	Y			
[insert name]											

*Against each job role insert "y" in the appropriate box of the matrix to indicate that training is required.
 ** insert the name of the job role holder and enter the date when required training is given

Suggested timescale for repeat - every 3 years

Suggested timescale for repeat - every 5 years

As a quick reminder, the ET08 Energy Efficiency training package was updated in 2023 and is a requirement of our new ISO 50001 energy management certification. For any sites that have not completed this training, please use the new year opportunity to undertake this package.

For any sites that have no overdue training, please take this time to review the packages on the Sustainability SharePoint as some have been updated in 2023 and may now be significantly different.

All Sustainability training packages can be found on the Sustainability SharePoint [here](#).

Key Points

- For the Sustainability New Year training please review your existing environmental training matrix and undertake any overdue training by the end of February,
- Take this opportunity to ensure the ET08 Energy Efficiency package is completed as required by our ISO 50001 energy management certification,
- Some training packages have been reviewed in 2023 so may be different to what has been communicated previously.