Environmental Training Procedure

Training framework for employees, contractors, suppliers and site teams to understand environmental responsibilities, EMS requirements and practical controls.

DOCUMENT TYPE
Procedure

SYSTEM
EMS Training

BRAND
DMBUILD

INTRODUCTION

Environmental training is a core part of DM Composites' Environmental Management System. It is designed to educate employees, contractors and relevant stakeholders on their environmental responsibilities, the impact of their work, adopted environmental policies, objectives and best practices.

PROCEDURE OUTCOME

The procedure supports a competent, environmentally aware workforce by defining training types, responsibilities, delivery methods, effectiveness reviews and continuous improvement mechanisms.

PURPOSE SNAPSHOT

Understand Environmental Policy and individual responsibility.
Build the knowledge required to work in an environmentally responsible manner.
Promote proactive environmental behaviour across the organisation.
Support compliance with environmental training and competence requirements.
Improve environmental performance through education and engagement.

Purpose and Scope

Who the training applies to and what the procedure is designed to achieve.

PURPOSE

Ensure employees and contractors understand DM Composites' Environmental Policy and their role in achieving environmental goals.
Equip personnel with practical knowledge and skills to carry out work responsibly.
Promote environmental awareness and proactive behaviour across all work areas.
Support compliance with applicable Australian environmental training requirements.
Drive continuous improvement in environmental performance through effective training.

SCOPE

All employees, including permanent staff, temporary staff and contractors.
All activities related to design, manufacture, supply and installation of FRP products and solutions.
External stakeholders such as suppliers and subcontractors, where applicable.

TRAINING COVERAGE

Training is tailored to the environmental risk profile of each role, including induction, task-specific controls, legal compliance, emergency response, contractor and supplier requirements, and management-level responsibilities.

Environmental Training Pathway

Structured training modules used to build environmental competence across site and office roles.

TRAINING MODULES

1 Induction Training

Provided to new employees and contractors during their first days at DM Composites.

2 Task-Specific Training

Additional training for high-risk tasks including hazardous substances, machinery and waste management.

3 Legal Compliance

Environmental legislation, permit requirements, monitoring, reporting and compliance obligations.

4 Refresher Training

Periodic updates to keep employees current with policies, objectives, legislation and best practices.

5 Emergency Response

Spill kits, emergency procedures, first response actions and escalation requirements.

6 Contractor & Supplier Training

Environmental requirements for on-site contractors and supplier expectations for sustainable practices.

7 Manager & Supervisor Training

Leadership, monitoring, reporting, incident investigation and corrective action responsibilities.

TRAINING PRINCIPLE

Training requirements are role-based. Personnel receive the level of instruction needed to understand their responsibilities, carry out tasks safely and reduce environmental impact.

Training Modules 1 to 3

Core training areas for onboarding, role-specific controls and legal compliance.

MODULE DETAIL

Module	Coverage	Key outcomes
1. Induction Training	Environmental Policy, EMS introduction, basic environmental responsibilities and emergency procedures.	Personnel understand DM Composites' sustainability commitment, waste reduction, energy conservation, pollution prevention and incident response basics.
2. Task-Specific Environmental Training	Hazardous materials, FRP-related substances, waste management, pollution prevention and control methods.	Workers understand safe handling, storage, disposal, segregation of waste streams and controls to avoid spills or harmful discharges.
3. Legal Compliance Training	Environmental legislation, permits, reporting requirements, consequences of non-compliance, certification and accreditation expectations.	Personnel understand environmental obligations relevant to DM Composites operations and support compliance with applicable standards.

PRACTICAL EMPHASIS

Training is designed to translate environmental policy into field-ready behaviours, including correct material handling, correct waste practices, immediate incident reporting and awareness of environmental impacts from day-to-day tasks.

COMPLIANCE NOTE

Legal and compliance training should be reviewed whenever environmental requirements, permits, site conditions or internal procedures change.

Training Modules 4 to 7

Ongoing competence, emergency preparedness and advanced leadership training.

MODULE DETAIL

Module	Coverage	Key outcomes
4. Refresher Training	Annual review of Environmental Policy, objectives, best practices and legal or regulatory changes.	Personnel remain current and aware of updated obligations and environmental targets.
5. Emergency Response Training	Emergency procedures, spill kit use, first response actions, notification steps and protection of sensitive environments.	Site teams are prepared to respond quickly to spills, leaks, fires or other environmental incidents.
6. Contractor and Supplier Training	Contractor induction and supplier environmental requirements for sustainable and responsible practices.	External parties understand site expectations and environmental controls before carrying out work or supplying materials.
7. Manager and Supervisor Training	Environmental leadership, monitoring, reporting, incident investigation and corrective actions.	Supervisors lead by example, track performance and drive corrective action where needed.

SUPERVISOR FOCUS

Managers and supervisors are responsible for turning environmental procedures into daily site practice by reinforcing expectations, monitoring compliance and supporting corrective actions.

Roles and Responsibilities

Shared accountability for delivering, managing and applying environmental training.

RESPONSIBILITY MATRIX

Role	Responsibility
Top Management	Provide training resources and ensure training aligns with strategic environmental objectives and compliance requirements.
Environmental Manager	Oversee design, development and delivery of environmental training, maintain materials, monitor attendance, evaluate effectiveness and keep records.
Supervisors and Line Managers	Ensure team members receive required training, follow environmental procedures, provide feedback on training needs and report deficiencies.
Employees and Contractors	Participate in scheduled training, apply knowledge in daily work, report environmental incidents and comply with environmental policies.

TRAINING RECORD CONTROL

Records should document attendance, assessment outcomes and training currency for relevant personnel. Records support audit readiness and help identify any required refresher or additional training.

ACCOUNTABILITY NOTE

Environmental training is not a one-off requirement. Competence must be maintained through refreshers, toolbox reinforcement, site supervision and continuous improvement.

Training Delivery Methods

Flexible formats used to make training accessible, engaging and relevant to different work groups.

DELIVERY METHODS

Method	Use
Classroom Training	Comprehensive topics such as environmental legislation and detailed task-specific procedures.
Practical On-Site Training	Hands-on activities such as waste management, safe material handling and emergency response.
E-Learning Modules	Interactive content, quizzes and scenarios for remote staff or different shifts.
Workshops and Seminars	Focused topics including sustainability practices, energy efficiency and eco-friendly materials.
Toolbox Talks	Short on-site refreshers before work begins, reinforcing recent updates, incidents or key practices.

DELIVERY PRINCIPLE

Training should match the task, risk level and audience. Practical training and toolbox talks are especially important where site conditions or environmental controls change.

ACCESSIBILITY

Training is delivered through multiple channels to ensure employees, contractors and stakeholders can access the information they need before carrying out relevant work.

Evaluation and Continuous Improvement

How training effectiveness is checked and improved over time.

EVALUATION METHODS

Method	Purpose
Feedback Surveys	Capture participant feedback on relevance, clarity and usefulness of training materials.
Knowledge Assessments	Use quizzes and assessments to confirm understanding and identify areas needing additional training.
Performance Monitoring	Review audits, inspections and incident reports to assess whether training is improving environmental performance.
Training Records	Maintain detailed records of attendance, assessments and training currency for compliance and audit review.

CONTINUOUS IMPROVEMENT PROCESS

A **Review Annually**

Training content is reviewed annually for relevance, legal alignment and company objectives.

B **Adopt Better Methods**

New technologies such as interactive learning platforms and simulations are considered where useful.

C **Use Feedback**

Employee, supervisor and external expert input is used to improve the training program.

CLOSING STATEMENT

Environmental training at DM Composites is a comprehensive and evolving process that supports a culture of environmental responsibility. Targeted, practical and engaging training helps personnel contribute to environmental goals, comply with legislation and maintain high standards of environmental stewardship.

Signed: Mansour Ahamed