1. **Scope**

The Training and Awareness Program is to promote the environmental management principles set out in The University of Queensland Moreton Bay Research Station (MBRS) EMS.

2. **Objectives**

- To communicate the University’s environmental policy to all the staff and researchers;
- To raise awareness of staff and researchers’ environmental responsibilities; and
- To provide a training and awareness program with respect to environmental management at The University of Queensland MBRS.

3. **Environmental Training Activities**

Environmental training assists staff and researchers to meet their environmental responsibilities. Items available are:

3.1 **Awareness Sessions**

All staff, researchers and visitors that visit MBRS must attend an awareness session that will include an overview of environmental practices that must be adhered to while on the island.

3.2 **EMS Manual**

The EMS Manual shows The University of Queensland MBRS’ commitment to environmental protection; and

The EMS manual includes the policy, environmental aspects, environmental objectives and targets, responsibilities, environmental procedures, auditing activities and reviews.

A copy of the EMS Manual is available for reference in laboratories.

4. **Training Records**

- An attendance record shall be signed by everyone attending the training sessions;
- All training records shall be kept by MBRS Manager and/or his/her delegates.