Environmental Training and Awareness Program

1. Scope

The Training and Awareness Program is to promote the environmental management principles set out in The University of Queensland EMS.

2. Objectives

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

3. Environmental Training and Awareness Program

The Environmental Training and Awareness Program includes the following:

3.1 Environmental Training

Environmental training activities include:

3.1.1 Sustainability Online Training Inductions

The Sustainability General Training and the Sustainability Laboratory Training courses have been produced to assist University Schools and Centres to train staff and students about their environmental responsibilities. The courses include an assessment and completion is recorded within staff training records.

3.1.2 Environmental Management Sessions

Sessions on a variety of topics are held each year. Courses on offer can vary. Details of environmental management sessions held through the Staff Development Program are available on the SDP website.

3.1.3 Green Program Training

Training is held for new representatives joining the Green Office Program and the Green Labs Program. In addition to training for new representatives, sessions are held on a variety of topics throughout each year. Current and upcoming events are listed on the UQ Sustainability Events site.

Other sessions may be conducted by the Property and Facilities Division. Environmental contacts and other relevant staff will be notified of training sessions.
4. **Responsibilities**

4.1 **Employees**
- Have an understanding of their environmental responsibilities; and
- Have an awareness and understanding of relevant environmental management procedures applicable to their school or centre.

4.2 **Head of Schools and Centres, and Executive Officers**
- Have an understanding of their environmental responsibilities; and
- Provide adequate environmental management training for staff in their school or centre, particularly those that use and dispose of hazardous wastes (see Environmental Training and Awareness Guide)
- Retain training records.

4.3 **Property and Facilities Division**

It is the responsibility of the Sustainability Office to:
- Liaise with Heads of Schools and Centres, and Executive Officers to ensure that environmental training and awareness is carried out on an ongoing basis;
- Provide general environmental awareness to schools and centres;
- Retain training records where relevant;
- Provide awareness training for fixed and period Property and Facilities Division Contractors as per QMS procedure PF-WHS/W52.0; and
- Provide awareness training for Property and Facilities Division staff as per QMS procedure PF-A/P4.0.