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STAFF TRAINING AND TESTING			
The nature and objectives of any staff training program in relation to the plan.	List names of staff who have been trained and the dates training took place:		
The dates on which the plan has been tested and the name of the person who carried out the test.	Dates: Name:		
The manner in which the plan is to be tested and maintained.	It is a legal requirement to test the plan every 12 months and within 1 month of any pollution incident.		
Clause 98E of the POEO (General) Regulation 2009	Include how and when the testing will be undertaken in this section of the plan. Details on the testing program include:		
	 the manner in which they are to be tested and maintained 		
	 how the testing is documented and a record of testing (this must include the testing dates and the names of all staff members who carried out the testing) 		
Date when the plans have been changed or amended	Record of updating the plans (this must specify the changes to the plan and dates they where introduced)		
	▶ This section may include a history of the exercises held in the previous two years to test the plan, any updates made to the plan during this period and the exercise schedule for the current calendar year.		
	All documents relating to exercises listed in the plan must be available for inspection on request by an EPA officer.		

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How has staff been trained?

Section 3.4.4 of Environmental Guidelines: Preparation of Pollution Incident Response Management Plans Clause 98C(2)(e)(f)(g) of the POEO (General) Regulation, 2009

Program	Staff	Date
New staff induction		
Toolbox talks		
Formal staff training on incident management		
Simulated incident exercises		
Courses in transporting dangerous goods by road Name of course		
In-house training Name of course		
Other training Name of course		