


TRAINING POLICY STATEMENT 2021/2022

	Document #	Effective Date	Next Rev Date	Department	Location	Rev #
	HSE-POL-006	2021	2022	QHSE	Echo))) Drive	000
This Policy covers all Echo Seismic work activities						

Echo recognizes that all employees, contractors, and visitors need to be provided the awareness, training, and competency required to perform their activities consistent with company policies and standards, the HSE MS, BU specific requirements based on the scope of work or location of the work conducted, as well as procedures developed for the work performed by personnel and contractors.

Each BU must establish and implement training and competency programs that ensures all personnel working on an Echo worksite has the necessary awareness, training, and competency deemed required to perform assigned duties in a safe, environmentally and socially responsible manner. In order to ensure compliance to this policy, BU training programs are required to address the following:

- Echo Policy and HSE MS requirements.
- HSE compliance training specific to each BU, the work conducted and requirements established through local legislation.
- HSE leadership training for personnel assigned line management functions.
- Hazard awareness, recognition, and analysis techniques adopted by the BU and required by Echo.
- Emergency awareness, preparedness and response training specific to the operations conducted.
- Program and procedure training relative to the operations conducted by the BU.
- Training needed as a result of changes to existing laws, regulations, staff or organizational change.
- Effective communication of significant HSE learning's and mitigations related to event occurrence.

The training program(s) implemented by each BU must be documented and include:

- A defined process for developing HSE training needs analysis and training matrix for the organization. Where specific competencies are required for various jobs/positions, the required level of competency must be stated.
- Orientation/induction, HSE leadership, and HSE awareness training requirements for contractor personnel; methods for communicating those expectations to the contractors; and the method for verifying requirements have been met.
- The frequency of training (including refresher and re-certification requirements)
- A comprehensive definition of the hazards/risk related to BU specified activities and procedures.
- The provision of course, module, or training descriptions and any testing or evaluation requirements used to demonstrate understanding and competency for training developed and delivered internally by the BU.
- Those methods used to monitor compliance with required training and report results to BU management
- Training completion documentation inclusive of the date training was provided and the name(s)/signature(s) of the trainee(s) and trainer(s).

Each BU must:

- Provide adequate resources and scheduling to complete the training plan established by the BU.
- Verify competency of training providers used to provide training to company personnel and contractors.
- Provide training in a language trainees understand and are able to comprehend.

As a condition of employment, all personnel are required to complete company and BU required training prior to being assigned any new job task. Personnel must also be made aware of, and understand, their "Right to Refuse" work arising from any concerns about training and/or knowledge about tasks or responsibilities that have not been clearly communicated and understood.

Each Echo Business unit is required to produce and continually update training matrices specific to BU required training and be able to identify the training competencies held by operational personnel at all times.

Management is required to ensure that personnel assigned work activities are trained in those duties and that they hold basic work/task competencies. Managers are subject to "discipline" up to and including dismissal for failing to ensure training is provided when required and that competency is assessed as appropriate.



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ECHO Seismic Ltd