

Scope	To provide details of HEB Construction’s process for the provision of the Hazardous Substances Management Training package.	
Contents	<ul style="list-style-type: none"> • Training Checklist. 	
Process Owner	This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the National Environmental Manager .	
Training Checklist.	<p>Hazardous Substances Management training is delivered using the following IT resources:</p> <ul style="list-style-type: none"> • Laptop or PC on which to display the presentation. • Projector & Screen • Wireless presentation “pointer” <p>The following training resources:</p> <ul style="list-style-type: none"> • Current version of the PowerPoint Presentation “Introducing Managing Hazardous Substances” – electronic copy on laptop and/or memory stick. • <u>Hard copy</u> of the “Introducing Managing Hazardous Substances” presentation, with 3 slides printed on each page and room for notes. • “Hazardous Substances Site Compliance: First Glance Checklist” • “Managing Hazardous Substance – Competency Assessment”. • “Safety Data Sheet – Z Energy B5 Biodiesel” • “Safety Data Sheet – Z Energy Unleaded Petrol” • “Dangerous Goods & Combustible Liquids Storage Compatibility Chart”. 	

Forms associated with this Guidance Note: -

Form Ref.	Doc. Control Ref.	Form Name:
N/A	SQE-030-PP-002	PowerPoint Presentation “Introducing Managing Hazardous Substances”
N/A	External Document at www.Hazardoussubstances.govt.nz	WorkSafe NZ booklet Your Practical Guide – Working Safely with Hazardous Substances
N/A	External Document at www.Hazardoussubstances.govt.nz	WorkSafe NZ booklet The Workbook – Working Safely with Hazardous Substances
N/A	SQE-030-TD-001	Hazardous Substances Site Compliance: First Glance Checklist
N/A	SQE-030-TD-002 Restricted Access Document	Managing Hazardous Substance – Competency Assessment
N/A	Library Document	Safety Data Sheet – Z Energy B5 Biodiesel
N/A	Library Document	Safety Data Sheet – Z Energy Unleaded Petrol
N/A	Library Document	Dangerous Goods & Combustible Liquids Storage Compatibility Chart

Revision Table

Rev No.	Issue Date	Completed by	Approved by	Comments	Review Date
1	March 2017	Simon Cathcart	Mark Evans		February 2018
2	January 2019	Simon Cathcart			January 2019