
 <u>Long Son Petrochemicals Co., Ltd</u> LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 1 of 51

WORKER TRAINING MANAGEMENT PLAN

5	19/09/2016	Response to LSPs Comments	MFC	See attachment of reviewer's signature	
4	07/09/2016	Updated based on changes to project configuration	MFC		
3	29/07/2016	Response Lenders Comments	ERM		
2	20/04/2015	Response LSP's Comments	ERM	See attachment of reviewer's signature	
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0	09/01/2015	Issue For Review	ERM	See attachment of reviewer's signature	
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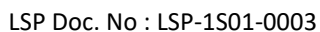
 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 2 of 51

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HSSE Department

Rev. 05

Worker Training Management Plan

Page: 3 of 51


 Long Son Petrochemicals Co., Ltd	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 4 of 51
LSP Doc. No : LSP-1S01-0003		

CONTENTS


ACRONYMS	6
DISCLAIMER	7
1 INTRODUCTION	8
1.1 OBJECTIVES	9
1.2 SCOPE	9
1.3 APPLICABILITY	10
2 REFERENCE DOCUMENTS AND APPLICABLE STANDARDS	12
3 ROLES AND RESPONSIBILITIES	13
3.1 PROJECT LEVEL	13
3.2 EPC CONTRACTOR LEVEL	14
3.3 SUBCONTRACTOR LEVEL	15
3.4 ALL EMPLOYEES	16
4 HSSE&S TRAINING PROGRAM	17
4.1 TRAINING MATRIX	19
4.2 HSS&E TRAINING FOR MANAGERS (GROUP 1)	20
4.3 TRAINING PERSONNEL IN CHARGE OF OCCUPATIONAL HEALTH AND SAFETY (GROUP 2)	21
4.4 HSSE&S TRAINING FOR SUPERVISORS AND STRICT ACTIVITIES WORK GROUP (GROUP 3)	21
4.5 HSSE&S CONCENTRATED TRAINING (GROUP 4)	24
4.6 HSS&E TRAINING REFRESHER	27
4.7 FIRE AND FIRST AID TRAINING	27
5 DOCUMENTING THE TRAINING	28
5.1 TRAINING PLANS	28
5.2 COURSE PRESENTATIONS	28
5.3 RECORDS	28
5.4 CERTIFICATES OF TRAINING ATTENDANCE	29
5.5 OCCUPATIONAL SAFETY CARDS	29
6 TRAINER COMPETENCY, TRAINING FACILITIES AND TRAINING AIDS	31
6.1 TRAINER COMPETENCY	31

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 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 5 of 51

6.2	<i>TRAINING FACILITIES</i>	32
6.3	<i>TRAINING AIDS</i>	32
7	<i>MITIGATION, MONITORING AND DELIVERABLES</i>	33
7.1	<i>MITIGATION MEASURE AND MONITORING</i>	33
8	<i>AUDITING AND REPORTING</i>	35
8.1	<i>LSP HSSE TEAM</i>	35
8.2	<i>CONTRACTORS TEAM</i>	35
Appendix A	<i>Typical Training Matrix</i>	
Appendix B	<i>Form of Occupational Safety Card</i>	
Appendix C	<i>Example of HSSE&S Training Passport</i>	
Appendix D	<i>Training Framework Program</i>	

 Long Son Petrochemicals Co., Ltd	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 6 of 51
LSP Doc. No : LSP-1S01-0003		

ACRONYMS


AIDS	Acquired Immune Deficiency Syndrome
BOC	Balance of Complex
CTU	Central Utility
EBRD	European Bank for Reconstruction and Development
EPC	Engineering, Procurement and Construction
ESIA	Environmental Social Impact Assessment
HDPE	High Density Polyethylene
HSE	Health, Safety and Environmental
HSSE	Health, Safety, Security and Environmental
HSSE&S	Health, Safety, Security, Environment and Social
JSA	Job Safety Analysis
LCHSSE&S MP	LSP Construction HSSE&S Management Plan
LLDPE	Linear Low Density Polyethylene
LOTO	Logout-Tag out
LSP	Long Son Petrochemicals
MSDS	Material Safety Data Sheets
PP	Polypropylene
PPE	Personnel Protective Equipment
PTW	Permit to Work
START	Safety Task Analysis Risk Talk
STD	Sexual Transmitted Disease
TRA	Task Risk assessment
WTMP	Worker Training Management Plan

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 7 of 51

DISCLAIMER

It is upon the Contractor to solicit, acquire and comply with all information, laws, rules, regulations, and Applicable Standards which is/are necessary and/or required for and applicable to the Contractor's performances of the works hereunder.

The Contractor hereby agrees and acknowledges that the Employer makes no representation or warranty, express or implied, regarding the accuracy or completeness of any or all information, laws, rules, regulations, and Applicable Standards which is/are necessary and/or required for and applicable to the Contractor's performances of the works hereunder. THE EMPLOYER HEREBY EXPRESSLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR ALL RESPECTS, and the Contractor agrees that neither the Employer nor any of its affiliate(s), director(s), officer(s), employee(s), consultant(s), professional advisor(s), and duly authorised representative(s) shall have any liability to the Contractor or any of its affiliate(s), director(s), officer(s), employee(s), consultant(s), professional advisor(s), and duly authorised representative(s) in any way relating to those information, laws, rules, regulations, and Applicable Standards which is/are necessary and/or required for and applicable to the Contractor's performances of the works hereunder or the Contractor's or its affiliate(s)', director(s)', officer(s)', employee(s)', consultant(s)', professional advisor(s)', and duly authorised representative(s)' reliance thereupon and/or use thereof.

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 8 of 51

1 INTRODUCTION

The Long Son Petrochemicals Complex Project is located in Hamlet 2 and Rach Gia Hamlet, Long Son Commune, Vung Tau City, Ba Ria – Vung Tau Province, Vietnam. The Complex is spread over 464 ha, including area for its future expansion. The Project will be comprised of two main components:

1) *The Petrochemical Plant*, which consists of the following plants and units:

- Main Production Plants
 - Olefins Plant
 - High Density Polyethylene (HDPE) Plant
 - Linear Low Density Polyethylene (LLDPE) Plant
 - Polypropylene (PP) Plant
- Supporting Units
 - Central Utility Plant (CTU) (contains a Steam Generation Unit and Water Plant)
 - Tank Farm
 - Common Infrastructure


2) *The Seaport*, which consists of the following components:

- Hydrocarbon Jetty - to transfer feedstock and product for the Petrochemical Plant; and
- Construction Jetty - to import construction materials, including heavy lift modules.

The total land area that will be acquired for the Project is 464 ha, consisting of 398 ha for the Complex, and 66 ha for the specific port. In addition, there is a total water surface area of 194 ha that will be acquired for the seaport.

This Procedure details the specifications for Worker Training when employed on the Project. It outlines the required training program for workers at the Project site. This document is considered a detailed management plan for the construction phase undertaken through the framework of the Project's Environmental and Social Management System (ESMS).

The intent of the document is to outline the high-level Project requirements from which the EPC Contractors and Subcontractors will develop their own detailed training programme in compliance with the content of this document. The EPC Contractors and Subcontractors training programs will be submitted to the Project's owner for approval, and to Vietnamese authorities, as required.

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 9 of 51

1.1 OBJECTIVES

The objectives of the Worker Training Management Plan (WTMP) are to:

- Ensure that all personnel, prior to commencement of work at Project site have adequate training and information to understand the Project requirements in terms of Health, Safety, Security and Environment (HSSE);
- Document the approach the Project, including various EPC Contractors and Subcontractors, must take with regards to implementing construction worker training programs; and
- Set out the requirements to be applied in addressing the basic orientation, induction, education and training for EPC Contractors and Subcontractor's employees, supervisors, visitors and staff prior to working at the Project site.

1.2 SCOPE


This WTMP covers the construction phase and requires the involvement of all construction personnel. The nature of the WTMP is such that personnel at all levels have a degree of responsibility in relation to health, safety, security and the environment (HSS&E) and the implementation of LSP's Construction HSSE&S Management Plan (LCHSSE&S MP).

The requirements of this WTMP will be applied to EPC Contractors, Subcontractors in any work at the Project site, including: visitors, those delivering goods; the servicing of plant and equipment by suppliers; and employees working at the accommodation camps, as all personnel have an influence and responsibility over the HSSE performance of the Project.

Personnel, at all levels, are not allowed on to the Project worksites without being provided HSE training, which is required by law, appropriate to the job function they are to undertake at the Project site and the risks associated to the tasks that they are to perform. All trainers of the employees should be appropriately qualified.

In general, HSE training should cover but not be limited to the following, in as far as it reflects the individual's job function and work activity:

- Site induction and general HSE awareness;
- Project Codes of Conduct: Onsite and Offsite;
- Communicable and Non-communicable diseases important for the site;

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 10 of 51

- Grievance management for workers (to be developed by EPCs) and community members (Community Grievance Management Plan Reference LSP-1S01-0001;
- Specific HSE awareness relevant to the workers' / visitors' roles:
 - Knowledge of materials, equipment and tools;
 - Known the hazards and how they are controlled;
 - Potential risks to health and environment;
 - Hygiene requirements;
 - Usage of protective equipment and clothing;
 - Appropriate management of wastes;
 - Appropriate management of hazardous wastes;
 - Cultural heritage chance finds procedure, etc.; and
 - Appropriate response to operation extremes, incidents and accidents.

All trainers will be appropriately qualified and will provide training that enables the training group to assimilate and use the required knowledge. In this respect, EPC contractors and Subcontractors shall:

- Identify the target audience's learning capacity, including translation and other special requirements;
- Define the goal, purpose and intent of training (learning objectives) prior to the commencement of the training program;
- Ensure trainer/facilitators satisfy the defined competency prior to delivery of training program; and
- Select appropriate media and training venues based on learning objectives.


This document provides a framework for developing a Training Program in accordance with the above requirements.

It is noted that this WTMP is based on relevant regulations, guidelines and standards at the time of updating the ESIA dated in August 2016. Should the contractors activities change or new regulations, guidelines or standards apply then this WTMP will be reviewed and amended and recirculated to all EPC Contractors and Subcontractors to update their own WTMP's to ensure continued regulatory compliance and maintaining best practice.


1.3

APPLICABILITY

This WTMP applies to the construction phase. Updates will be made to the document prior to the commencement of operations and if substantive changes to other relevant management plans require respective changes herein. The requirements of this plan apply to EPC Contractors, Subcontractors in any work at the Project site,

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 11 of 51

including: visitors, those delivering goods; the servicing of plant and equipment by suppliers; and employees working at the accommodation camps, insofar as all personnel have an influence and responsibility over the HSSE performance of the Project

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 12 of 51

2

REFERENCE DOCUMENTS AND APPLICABLE STANDARDS

This WTMP should also be read in conjunction with the following Vietnamese legal requirements. All HSSE training must comply with government requirements:


- Circular No. 27/2013/TT-LDTBXH, on regulating the work safety and hygiene training.

The following Project specific documents have also been used in the preparation of this WTMP, in order to address potential health, safety, environmental and social impacts associated to the Project:

- Long Son Petrochemical Complex in Vietnam Volume II: Environmental and Social Impact Assessment (ESIA); and
- Long Son Petrochemical Complex in Vietnam Volume III: Appendices.

EPC Contractors and Subcontractors must also be aware of the requirements of the following management plans associated to the Project, as they may also impact the extent and content of the training provided to workers:

- Emergency Response Plan (LSP-1S01-0002);
- Workers Accommodation Management Plan (LSP-1S01-0003);
- LSP Construction HSSE&S Management Plan (LSP-1S01-0005);
- Security Management Plan (LSP-1S01-0006);
- Traffic Management Plan (Terrestrial) (LSP-1S01-0017);
- Traffic Management Plan (Marine) (LSP-1S01-0018);
- Cultural Heritage Chance Find Procedure (LSP-1S01-0003); and
- Worker Occupational Health and Safety Management Plan (LSP-1S01-0019).

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 13 of 51

3 ROLES AND RESPONSIBILITIES

3.1 PROJECT LEVEL

The roles and responsibilities of the HSSE management team during the construction phase of the Project will be in accordance with Chapter 22 of the ESMS of the Project as presented in Volume II: Environmental and Social Impact Assessment (ESIA).

3.1.1 LSP's HSSE Manager

The role of the HSSE Manager is to be responsible for overseeing all aspects of the EPC's HSS&E performance, including with regard to the WTMP. The HSSE Manager's responsibilities include:

- Ensuring that the requirements of the WTMP are applied to all of the workforce;
- Reviewing and approving the EPC Contractors' Worker Training Management Plans and Training Programs; and
- Reviewing the training records and reports from the EPC Contractors and their Subcontractors, with regards to compliance to contract commitments and national regulations.


3.1.2 LSP's HSSE Training Team

The major tasks of the HSSE Training Team include:

- Development of an HSS&E training matrix, plan, programs, etc. in collaboration with the EPC Contractors;
- Keep HSS&E training records;
- Coordinate with the EPC Contractors to ensure their personnel and Subcontractors, new workers and/or existing workers are trained and receive refresher training in accordance with the training matrix and plans; and,
- Ensure that EPC Contractors, subcontractors conduct training for and undertake effective compliance audits and produce and share associated reports.

3.1.3 LSP's Monitoring and Report Team

- Conduct monitoring and inspection according to the worker training management plan; and

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 14 of 51

- Reporting the list of LSP, EPC Contractor and Subcontractor employees involved in the Project in compliance to the requirements on occupational safety and health to the Department of Labour, Invalids and Social Affairs.

3.2 *EPC CONTRACTOR LEVEL*

The EPC Contractors will provide their own worker training management plan during the construction phase of the Project and their HSE Policy must reflect the ethos of this Management Plan. The EPC Contractors will implement the management and mitigation measures noted in this WTMP to ensure personnel at all levels have a degree of responsibility in relation to HSS&E.

3.2.1 *Contractor Site Manager*

EPC Contractors are responsible for ensuring resources are available to enable implementation of this program.

The EPC Contractor's Site Manager will ensure a suitably qualified Training Lead is appointed to facilitate the HSS&E training programs.

The EPC Contractor's Site Manager will also be responsible for ensuring that all personnel attend a HSS&E induction course prior to accessing the construction sites. EPC Contractor Site Manager shall provide interpreters to assist when inductions are held for non-Vietnamese speaking personnel.


EPC Contractor's Security team will only issue a gate pass card to those personnel who have undergone the HSS&E induction course.

EPC Contractor will also obtain the following documents for all personnel:

- Photo copy of valid National ID for Vietnamese and copy of passport for foreign employees;
- Photocopy of Medical certificate showing the employee's fitness to work; and
- Appropriate certificate(s) of competency to demonstrate that the employee is suitably qualified for the role that they are being employed for.

3.2.2 *Contractor Site HSSE Manager*

The EPC Contractor's Site HSSE Manager will:

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 15 of 51

- Develop and administer the training matrix based on LSP Worker Training Management Plan (LSP-1S01-0003) and training needs;
- Maintain and audit training records for legislative and contractual requirements; and
- Identify remedial corrective actions required to meet this program.

The EPC Contractor's Site HSSE Managers will be responsible for the implementation of this program, under the oversight of the LSP's HSSE Manager and for the performance of the team working under his supervision to ensure the training program is:

- Implemented satisfactorily;
- Reviewed periodically to ensure it remains compliant and fit for purpose;
- Records of training are kept;
- Compliance audit and reporting training is carried out;
- Records of competence assessment are kept; and
- Refresher training is conducted at appropriate times.

3.2.3 *Contractor Training Lead*

The EPC Contractor's Training Lead is responsible for implementing the HSS&E Training Program. The Training Lead shall ensure suitably-qualified trainers and instructors are appointed by the EPC Contractors and its Subcontractors to deliver the training required for their particular activities. The Training Lead will:


- Conduct a training needs analysis for all functions;
- Develop a training matrix for all employees;
- Be responsible for developing the program to meet with the Project schedule;
- Be responsible for ensuring adequate training facilities are available when required; and
- Complete all training records and pass on to the EPC Contractor's HSSE Department for safe keeping.

The Training Lead will report to the EPC Contractor's Site HSSE Manager.

3.3 *SUBCONTRACTOR LEVEL*

It is the responsibility of the relevant Subcontractors HSSE Leader to:

- Ensure that personnel are trained in accordance with this program;


 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 16 of 51

- Ensure employee availability to attend required training;
- Arrange for appropriate training so employees can gain competencies based on scope of work;
- Audit and monitor compliance with this program and report the results to EPC Contractor's Training Lead and Site HSSE Manager;
- Identify remedial actions required to meet this program.

3.4 **ALL EMPLOYEES**

All employees will:

- Attend training for which they have been scheduled to attend;
- Beware of the HSS&E risk associated with their work;
- Apply the knowledge gained during the training sessions to their work activities and their stay at the workers accommodation site, where relevant;
- Be trained and competent to operate equipment or perform a specific task that is required of them in their role;
- Only perform those tasks in which they are competent, certified, trained and authorised to perform; and
- Comply with requirements presented at Project induction and any other training programs attended.

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 17 of 51

4

HSSE&S TRAINING PROGRAM

The objective of the training program is to raise the awareness and enhance the skills of the construction workforce in relation to the three (3) following issues:

- General HSS&E awareness, including rules and regulations to be followed on the construction site and in the accommodation camps;
- General health, safety and security awareness, including an AIDS/HIV and STD awareness program; and
- Job-specific training for workers with responsibility for activities that could have an adverse impact on the environment or humans.

The objectives and content of work safety and hygiene training have been separated into 4 different groups, depending on the target personnel, as follows:

- Group 1: Managers and Management Level (except for case of part-time working)
- Group 2: Full-time or part-time officials in charge of work safety and hygiene at establishments and managers in part-time charge of work safety and hygiene.
- Group 3: Labourers doing jobs with strict requirements on work safety and hygiene.
- Group 4: Labourers excluded in the 3 groups above (including labourers being Vietnamese, foreigners working in Vietnam and persons on vocational training or apprenticeship or probationary to work for the employers).


The core content of the training will be differently provided depending on the responsibilities of the person in each group, the core training consist of the following eight (8) items in **Table 4.1**. The training courses that will be implemented onsite are outlined in the following sections:

Table 4.1 The Content of Training of each Group

Item	Content of Training	Group 1	Group 2	Group 3	Group 4
1	Policies and law on work safety and hygiene	✓	✓	✓	
2	Organization of management and implementation of stipulating on work and hygiene at the Project's establishments	✓	✓		
3	Dangerous and hazardous elements in term of:				
	- In construction activities and remedial and preventive measures	✓	✓		

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 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 18 of 51


Item	Content of Training	Group 1	Group 2	Group 3	Group 4
	- Upon doing jobs or operating the equipment with strict requirements on work safety and hygiene			✓	
4	Professional operations on organization of implementation the work of work safety and hygiene at the Project's establishments		✓		
5	Overview of jobs, machinery, equipment, substances generating dangerous and hazardous elements in term of:				
	- Process for safe working		✓		
	- Strict requirements on work safety and hygiene			✓	
6	Work safety and hygiene techniques upon doing jobs or operating the equipment with strict requirements on work safety and hygiene			✓	
7	Handling of various construction activities incidents and first aid for victims in case of accidents			✓	
8	Providing general knowledge on work safety and hygiene (concentrated training) and requirements on work safety and hygiene at the working place				✓

In addition to this core training, the EPC Contractor, following approval from the Site HSSE Department, will establish ad-hoc training programs on request and or as training is identified as being necessary. A training matrix will identify specific program needs but will not limited the training program to only those needs identified in the matrix.

Any training service organization and lecturers, who is contracted to provide training to Project employees in each group (LSP, Contractors and Subcontractors), must be qualified in standards of the training lecturers, as specified in Circular No. 27/2013/TT-LDTBXH. Section 6 provides for further details on the competency of individual trainers.

The language used by instructors will be suitable for the intended audience, e.g, Vietnamese, English, etc.

Training courses will include a final written examination, when required by law. This requirement is classified by each group of employees in the Training Framework Program (**Appendix D**) or when it is key to establish the required level of competency for a particular role.

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 19 of 51


4.1 TRAINING MATRIX

The HSSE Managers of the EPC Contractors and Subcontractors are responsible for ensuring the development of a Training Matrix for all their personnel, identifying roles and expected competences and setting out the required training for personnel to have to ensure they have the right HSS&E knowledge for undertaking their specific tasks.

The matrix shall be based on a training needs analysis for each function and developed by the EPC Contractors' Training Lead in advance of the Project requirement for that particular function, in the following manner:

- a) Identifying training needs by:
 - Identifying the skills and knowledge needed for people to do their job in a safe and healthy way;
 - Comparing these against people's current skills and knowledge and identify the gaps.
- b) Considering awareness training needs for everyone, including managers and supervisors, including:
 - How to manage health and safety;
 - Who is responsible for what;
 - How to identify hazards and evaluate risks; and
 - Hazards encountered and measures for controlling them.
- c) Prioritising training:
 - In line with the Project Schedule;
 - Where the law requires specific training (e.g. traffic rules);
 - Where lack of information and/or training might result in serious harm;
 - Training that benefits the largest numbers of staff;
 - New employees or those new to the working environment;
 - People changing job functions, working practices or taking on new responsibilities; and
 - People using new equipment.

Appendix A provides an example of a training matrix for a construction project. The example provides generic descriptions/classifications from unskilled labour to specific job functions and is for illustrative purposes only. Each EPC Contractor and Subcontractor must develop their own matrix, which is relevant to its organisation, work activities and job types.

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 20 of 51


Once the detailed training program has been developed it must be submitted to the LSP Construction HSSE Team for approval and to any Vietnamese authorities if required.

Training material must be developed before a new activity commencing and staff must have completed that training prior to undertaking the relevant tasks/activities.

4.2 HSS&E TRAINING FOR MANAGERS (GROUP 1)

In addition to the typical training contents in Group 1 provided on **Table 4.1**, the specific HSS&E training will be given to EPC Contractor and Subcontractor Managers in the following subjects as required by Law:

- Overview of the system of legislation, technical criteria and practice codes on occupational safety and health;
- Legal regulations of policies and regimes for labour protection in Occupational Health and Safety;
- Rights and obligations of employers and employees for occupational safety and health;
- Detailed regulations of State Administrators on occupational safety and health on building, expanding, or improving facilities, establishments to produce, use, preserve, store and appraise machinery, equipment and substances with strict requirements on occupational safety and health;
- Dangerous and hazardous factors in working environment;
- Measures to improve working conditions;
- Management and implementation of regulations on occupational safety and health at the establishment;
- Organizational structure and responsibility assigned for occupational safety and health;
- Making plans on labour protection;
- Planning and disseminating regulations, internal rules on occupational safety and health at the establishment, workshops, units and safety procedures of machinery, equipment and substances;
- Propagating, educating, training and organizing public movements to implement occupational safety and health;
- Implementing policies and regimes of labour protection for employees;
- Checking and self-checking occupational safety and health;
- Implementing the registration and appraisal of machinery, equipment and substances with strict requirements on occupational safety and health;

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 21 of 51

- Declaring, investigating, keeping records and periodically reporting occupational accidents and diseases;
- Keeping records, reporting and reviewing occupational safety and health;
- Responsibility and performance of the establishments trade union for occupational safety and health; and
- Stipulations on administrative punishment against acts violating occupational safety and health regulations.

Additionally, the following training topics are required to be delivered to Managers:

- Individual roles and responsibilities in HSSE management;
- HSSE Leadership;
- Promotion of HSSE awareness;
- Regular safety activities (“Walk and Talk”);
- HSSE Committee and other HSSE meetings;
- Safety motivation (outline of the Incentive Schemes);
- Incident investigation and reporting;
- Effects of unsafe acts, conditions and accidents on productivity;
- Welfare of workers; and
- Behavioural Based Safety.


4.3 TRAINING PERSONNEL IN CHARGE OF OCCUPATIONAL HEALTH AND SAFETY (GROUP 2)

Officials in charge of occupational health and safety at the Project site shall be trained for other contents as follows:

- Methods to identify dangerous and hazardous factors in working environment;
- Safety techniques and preventative measures against fire and explosion;
- Techniques of occupational safety and health, and improvements of working conditions;
- Methods to implement the control and self-control of occupational safety and health at the establishment; and
- Skills to declare, investigate, make reports, keep statistics and periodically report occupational accidents and diseases.

4.4 HSSE&S TRAINING FOR SUPERVISORS AND STRICT ACTIVITIES WORK GROUP (GROUP 3)

Apart of the typical training contents in Group 3 providing on **Table 4.1**, EPC Contractor and Subcontractor supervisors shall attend a further training, including:

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 22 of 51

- Project HSS&E Policy and their responsibilities under the Policy;
- Risk assessment and management, e.g., Task Risk Assessment (TRA) and Job Safety Analysis (JSA);
- Conducting Tool Box Talks;
- Incident investigation;
- Behavioural safety program;
- HSS&E Inspection;
- Permit to Work;
- Conducting START (Safety Task Analysis Risk Talk); and
- Regulatory requirements of Occupational Health and Safety.

Strict requirement of jobs training and instruction will be given to certain workgroups required to perform hazardous tasks and must be completed prior to starting work. These are noted below in the following sections, although this is not an exhaustive list and additional training may be required, which would be established in the training matrix.

4.4.1 *Working at Height*


Any employee working at height will have to undergo specific training that includes:

- Prevention of falls (100% Tie Off);
- Safe working platforms, handrails;
- Protection around openings;
- Erection and dismantling of scaffolds;
- Use of safety harnesses and fall arrestors, etc.; and
- Risks of suspension trauma.

4.4.2 *Hot Work*

Any employee undertaking hot work will have to undergo specific training that includes:

- Prevention of fires and accidental burns
- Use of fire extinguishers
- Gas cutting and welding work
- Electric-arc welding
- Handling/storage of acetylene and oxygen cylinders.

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 23 of 51

4.4.3 *Use of Cranes and Lifting Operations*

- Any employee using cranes or involved in lifting operations will have to undergo specific training that includes crane certification;
- Operator's license;
- Safe operating manner, use of outriggers and pads;
- Inspection and maintenance of lifting equipment;
- Banks man, communication and signals;
- Rigging and slinging; and
- Safety devices.

4.4.4 *Operating Vehicles, Plant and Equipment*

Any employee operating vehicles, plant or equipment will have to undergo specific training that is relevant to the machinery being used and include:

- Safe operating practice;
- Operator's license;
- Maintenance and inspection; and
- Speed limits.

4.4.5 *Electrical Work*


Any employee undertaking electrical work will have to undergo specific training that includes:

- Safe working practice;
- Electrical insulation;
- Lock Out Tag Out (LOTO) procedures;
- Grounding;
- Circuit breakers; and
- Use of insulated specialist protective equipment.

4.4.6 *Work in Confined Spaces including Excavation and Trenching*

Any employee working in a confined space will have to undergo specific training that includes:

- Permit to Work system Pre-job inspection;
- Entry control;
- Ventilation;
- Respiratory apparatus and its use; and

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 24 of 51

- Emergency evacuation.

4.4.7 Handling of Hazardous Material

Any employee that is working with hazardous materials will have to undergo specific training that includes:

- Material Safety Data Sheets (MSDS);
- Storage and stacking of materials;
- Specific PPE; and
- Waste management (onshore and offshore).

4.4.8 Professional Driving

Training for security personnel shall be carried in accordance with scope and procedures set out in the Terrestrial Traffic Management Plan (LSP-1S01-0017).

4.4.9 Security

Training for security personnel shall be carried in accordance with scope and procedures set out in the Security Management Plan (LSP-1S01-0006).


4.4.10 Radiography Work

Any employee that is working with radioactive sources will have to undergo specific training that includes:

- The risks to health created by exposure to ionising radiation;
- The risk assessment and contingency plans;
- The precautions which should be taken for the safe transport, storage use and disposal use of radioactive sources;
- Exposure controls, alarms, PPE and use of personal dosimetry; and
- The importance of complying with the medical, technical and administrative requirements associated to the use of radioactive sources.

4.5 HSSE&S CONCENTRATED TRAINING (GROUP 4)

All employees of LSP, EPC Contractors and Subcontractor in Group 4 must attend the HSSE Concentrated Training prior to: starting any work on the Project construction site., Without attending the HSSE Concentrated Training, the employees will not receive their ID employer card or Gate Pass necessary to enter the Project site.


 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 25 of 51

This training must be completed in accordance with the Project schedule. The induction training should be arranged on an as required basis. The period for first-time training must be at least two (2) days as legally required.

Prior to undertaking the HSSE Induction Training, all personnel will be required to submit their personal details using a dedicated employee form, which notes: name; date of birth; address; next of kin; profession; physical status; qualifications, licenses and/or certification; etc.).

The Induction Training should consist of, but is not limited to the following:

- Project HSSE&S Policy which detail in HSSE&S policy, goals and targets, individual responsibilities and safety golden rules;
- General Orientation which will include as following:
 - The nature and overview of work site, work activities and accommodation camps;
 - Location of all facilities each in level of LSP, EPC Contractors and Subcontractors;
 - Prohibited item of construction sites and activities such as prohibit to hunting wildlife, smoking, gambling, drugs and alcohol, etc.;
 - Working rules in accordance with duty hours, overtime, holiday, transportation and welfare;
 - Camp rules;
 - Traffic and driving rules;
 - Security rules, including working site and accommodation camps access and gate control;
 - Personal Protective Equipment (PPE) usage appropriate to work activities;
 - Fire prevention;
 - Stop the work policy; and
 - Disciplinary procedures for not complying with HSSE&S requirement, rules or instructions.
- Overview of worksite hazards and risks, detailed of risk assessment and method statements and also introduction to the Permit to Work (PTW);
- Emergency Evacuation Procedures, such as:
 - Site Alarms, escape routes and exits, assembly points, first aid providers;
 - The locations of first aid kits, medical facilities, safety showers and firefighting equipment; and
 - Actions to be taken in case of emergencies (Outline of the Emergency Response Plan (LSP-1S01-0002)).

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 26 of 51

- Environmental issues:
 - Construction impact on air, noise, water and soil;
 - Protection of fauna and flora, such as prohibitions on hunting and poaching of wildlife, purchasing wildlife meat, fishing, gathering and harvesting medicinal or valued plants and trees, and processing firearms, snares, traps and other hunting equipment; and
 - Waste management (onshore and offshore) that generated by construction activities and accommodation camps.
- Cultural and social issues such as grievance process, appropriate ways to behave in local communities and chance find procedure (process to be followed if cultural artefacts found on Project site;
- Health and hygiene issues, including AIDs and STD control, prevention of Malaria disease and prevention of drugs and alcohol use; and
- Reporting of incidents.


All visitors that are included in Group 4 to the worksite shall require the approval of EPC Contractors' Site Manager.

All visitors will receive an HSS&E briefing prior to entering any worksite and are to be escorted at all times by a responsible person from the EPC Contractor.

The safety briefing shall include, as minimum:

- Overview of the Project;
- Key project HSSE expectations;
- Prohibited items;
- Use of mandatory PPE;
- What to do in the event of an emergency, the location of muster points and types of site alarms.

All visitors shall register with Security Section and obtain a visitor's pass before entering the worksite. This pass shall be worn at all times and returned upon completion of the visit. EPC Contractor hosts shall ensure that visitors comply with all site rules to ensure their health, safety and welfare and that the visitors are accompanied by the host all the time.

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 27 of 51


4.6 *HSS&E TRAINING REFRESHER*

Appropriate refresher training shall be provided to all staff and will be based on legal requirements (annual) and the training needs analyses undertaken during the development of the training matrix. More frequent refresher training may be found to be necessary on the completion of incident analysis, inspections, monitoring programs or audits.

All employees who seriously or repeatedly violate the HSSE Requirements and Regulations will receive a Refresher HSSE&S Training Course so as to maintain their HSS&E awareness at the highest level possible. Should the individual continue to violate onsite HSSE&S requirements, consideration will be given to removing them from site permanently.

4.7 *FIRE AND FIRST AID TRAINING*

Basic Fire Fighting and First Aid Training will be given to all supervisors, HSS&E Personnel and other workers to ensure the 1:50 ratio is achieved. Other selected personnel may also attend this training to enable them to be part of the Project Emergency Response Teams as described in the Emergency Response Plan (LSP-1S01-0002).

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 28 of 51

5 DOCUMENTING THE TRAINING

5.1 TRAINING PLANS

The EPC Contractors and Subcontractors must submit their training programs and courses content, including the training on specific work activities, to LSP's HSSE Training Manager and LSP's HSSE Manager for approval. The relevant information must be submitted in an appropriate timeframe to be consistent with the project program, as all training must be conducted prior to undertaking the activity to which it relates.

Anytime that the HSS&E Training Management Plan or Programs are refreshed, the revision of those must be re-submitted to LSP's HSSE Training Manager and LSP's HSSE Manager for approval.

5.2 COURSE PRESENTATIONS

Digital copies of course materials will be maintained by the employer of the staff who that training was provided to. Where the content of the course is reviewed, updated and/or amended, the revised digital copy of the presentation will be maintained by the appropriate employer.

A record of superseded courses will be maintained during the life of the construction phase of the Project to demonstrate continuous improvement with regards to the provision of Worker Training.


5.3 RECORDS

A register of those who have attended a specific training event will be taken and kept.

All personnel undergoing training shall receive a personal training document or passport (**Appendix C**) which will record all training courses completed with date and test results. Also, in addition to the passports a database will be utilised to electronically maintain a record of the completed training.

Training records should describe the course given, the date it was completed and the pupils and instructors name.

Training records shall be kept by EPC Contractors and Subcontractors for their own staff. Records will be made available to EPC Contractor and LSP at any time for

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 29 of 51

inspection and auditing purposes. Training records shall also be reported through LSP Construction HSSE Team as timing agreement as basis.

Training records will be retained at the HSSE department throughout the entire construction period.

5.4 CERTIFICATES OF TRAINING ATTENDANCE

A certificate of training attendance will be issued to all persons after they have completed the course and meet the requirements of any relevant training tests.

The EPC Contractor HSSE Manager shall be responsible for printing, issuing and administrating certificates on HSS&E training attendance.

All employees will be responsible for presenting their training attendance certificate(s) for inspection to the project management team or external agencies, when required to do so.

5.5 OCCUPATIONAL SAFETY CARDS


It is a legal requirement to issue safety cards (refer to **Appendix B**) to:

- New –Start employees recruited for the first time;
- Employees transferred to new jobs with strict requirements on occupational health and safety ; and
- Changes of machinery, equipment and technology with strict requirements on occupational health and safety.

Cards shall not be re-issued for periodic annual training. Cards of employees violating regulations on occupational health and safety or having stopped working for six (6) months will be revoked by their employers.

Employees who continue to do jobs with strict requirements on occupational health and safety will be tested and issued with new cards by their employers if they meet the test requirements. These jobs include:

- Jobs performed in environment with harmful factors such as hazardous chemicals, radioactive substances, etc.;
- Jobs regularly exposed to electricity sources and equipment with high risk of accidents;
- Jobs with risk of fire and explosion;


 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 30 of 51

- Jobs performed in environment with high noise and humidity;
- Operating and repairing various lifting equipment, excavators, forklift trucks, lifting equipment;
- Exploiting oil and gas; and
- Operating, repairing and maintaining machinery.

EPC Contractors shall, therefore be responsible for issuing occupational safety cards to employees including self-employed persons who perform jobs with strict requirements on occupational health and safety after the employees have completed their training for the first time and met the requirements of the tests.

Occupational safety cards shall be printed, issued and administrated by the EPC Contractors' HSSE Manager. An example of the safety card is given in Appendix B.

The validity of an occupational safety card shall be five (5) years. When a card is expired the employee shall be issued with a new card, if requirements of any tests are satisfied. Any employees that fail the test shall be re-trained and re-tested.

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 31 of 51

6 *TRAINER COMPETENCY, TRAINING FACILITIES AND TRAINING AIDS*

6.1 *TRAINER COMPETENCY*

The training provider, be that LSP, EPC Contractor or Sub-Contractor, must ensure that the trainers they are employing, on a full time, part-time or on a contract basis, meets the requirements noted below.

The trainer in case of training general knowledge, as required by law, must be a person who has graduated from university or higher and have one of following:


- Worked on work safety and hygiene at site management agencies associations, mass associations, or research agencies, at least five (5) years; or
- Worked on work safety and hygiene at non-business units, enterprises for at least seven (7) years and having certificate of the training lecturer granted at an eligible training service institution under Decision on selection by the Department of Work Safety, the Ministry of Labour - Invalid and Social Affairs.

The trainer, who undertakes the specialized training for specific work activities, must be a person who has graduated from university or higher and have one of following:

- Worked involving work safety and hygiene at research agencies, associations, mass associations or the work of state management on work safety and hygiene, for at least five (5) years; or
- Worked in fields with strict requirements on work safety and hygiene at non-business units, enterprises for at least five (5) years and having certificate of the training lecturer granted at an eligible training service organization under decision on selection by the Department of Work Safety, the Ministry of Labour - Invalid and Social Affairs.

The trainer, who undertakes the practical training for Group 2, must be a person who has graduated from college or higher, in specialized branch suitable with content of training, machinery, equipment, chemical, job subject to practice according to the training framework program (**Appendix D**).

The trainer, who undertakes the strict requirement training for Group 3 must be a person who has graduated from intermediate-level schools or higher in a specialized branch suitable with training content; having worked in fields with strict requirements on work safety and hygiene or involving the work of work safety and

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 32 of 51

hygiene at the establishments in line with content of training, for at least five (5) years.

All of construction workers and visitors in Group 4, must be trained by trainers who have graduated from technical-intermediate schools or higher or having worked practically for at least five (5) years.

The training service organizations and the establishments organizing causes of training must archive copies of trainer profiles including identity cards, specialized certificates, and confirmations for experiences for the trainer.

6.2 *TRAINING FACILITIES*


EPC Contractors shall provide suitable training facilities for all training courses.

The facilities will be conducive to providing a 'learning atmosphere' and the training provider will adopt a trainer to attendee ratio that results in high quality presentations and a high pass rate.

6.3 *TRAINING AIDS*

The training programme shall make maximum use of visual aids, examples from the site and practical demonstrations, including the use of PPE or equipment that the training relates to, to keep the attention of the employees.

Hand-outs should be prepared in the most suitable language, e.g. Vietnamese and English, to reinforce the message of the training and assist the participant in passing any associated test/exam.

 LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 33 of 51


MITIGATION, MONITORING AND DELIVERABLES

MITIGATION MEASURE AND MONITORING


Mitigation measures and monitoring are presented in the following table.

Table 7.1 Mitigation Measures of Worker Training Management Plan

No.	Description of Measure	Responsibility	Monitoring	Location	Frequency	Links to other management plan
1	All workers will complete the induction training programs	Contractor Site HSSE Manager	Review register	Appropriate training facility	Once prior to work in the Project	-
2	Participants in job-specific training will be identified as required in Appendix A Typical Training Matrix on the basis of their skills and capacity to undertake the training.	Contractor Site HSSE Manager	Review register regarding to the training matrix	Appropriate training facility	When required and prior to the project requirement	-
3	All training sessions will be conducted in Vietnamese language for Vietnamese personnel and as appropriate for foreign staff. All written materials will be provided in Vietnamese language and other languages as appropriate.	Contractor Site HSSE Manager	Verify training courses and material including hand-out	Appropriate training facility	During all training sessions	-
4	A training register will be maintained that will contain details of the following: i. Name of training session ii. Date of training session iii. List of attendees and signatures iv. Name of trainer	Contractor Site HSSE Manager	Review register	HSSE Office of appropriate employer	Updated after each training session	-

 LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 34 of 51

No.	Description of Measure	Responsibility	Monitoring	Location	Frequency	Links to other management plan
5	At completion of each relevant training course, each participant will be issued with a certificate of successful completion or signed on HSSE&S Training Passport. A sample format for the HSSE&S Training Passport in Appendix C .	Contractor Site HSSE Manager	Review electronic record the passport database	Appropriate training facility	At the end of the training session	-
6	The EPC Contractors and Subcontractors will implement a rolling program of refresher courses in HSSE&S issues through the use of 'tool-box' sessions at construction sites. The program will aim to visit every construction site for every year as per legal requirement.	Contractor Site HSSE Manager	Review refresher HSSE&S Training	Appropriate training facility	Yearly or as the result of an incident or persistent failure to achieve expected standard	-
7	During compliance audits of the construction areas, workers knowledge of environmental, health and safety issues will be examined.	Contractor Site HSSE Manager	Staff awareness	At the workplace	As part of monthly audit	-
8	Workers who have undergone job-specific training will be examined every 6 months in relation to their knowledge and skills and subject to re-training as required. Records of examination results and any re-training will be kept as part of the training register.	Contractor Site HSSE Manager	Review the record of examination results in training register record	-	Every month to establish who is due to undergo the 6 monthly reassessment	-
9	All new employees will complete relevant training in Section 4.2 to 4.7 prior to commencement of any activities on the construction site.	Contractor Site HSSE Manager	Review register	Appropriate training facility	When required and prior to the project requirement	-
10	The key messages from the training sessions will be produced in poster and leaflet form in Vietnamese language. Posters will be displayed prominently in accommodation camps and construction areas and leaflets will be distributed to staff on a regular basis.	Contractor Site HSSE Manager	Visual site inspection	Construction sites and accommodation camps	Monthly focus on different aspects of the training	-

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 35 of 51

8 AUDITING AND REPORTING

An Auditing and Reporting Program is required to ensure that the training provided is suitable and undertaken in accordance with this management plan.

8.1 LSP HSSE TEAM

To ensure compliance with the requirements of this ATMP, internal inspections and audits will be undertaken by LSP. The LSP auditing and reporting program is shown in Chapter 9 of the LSP Construction Health, Safety and Environment Management Plan (LSP-1S01-005).

8.2 CONTRACTORS TEAM

The programme will comprise of the following:

- Internal Audit and Reporting Program to be undertaken by the contractor's EHS Officer; and
- External Audit and Reporting Program, to be conducted by the LSP's representative.

The scope of the internal auditing and reporting programme to be undertaken by the contractor is shown in **Table 8.1**.



 Long Son Petrochemicals Co., Ltd	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 36 of 51
LSP Doc. No : LSP-1S01-0003		


Table 8.1 Auditing and Reporting Programme

Inspection / Auditing Interval	Reference of Relevant Mitigation Measure*	Responsibility	Scope of Inspection / Audit	Report Submission / Record Keeping
Weekly Inspection (Internal)	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	Contractor's Onsite EHS Officer	Review the training records, training matrix, training program and course materials to assess the compliance status of the training management plan identifying appropriate corrective actions and ensuring they are: introduced in a timely manner; appropriate; and effective	Archive Weekly Monitoring Report in an orderly manner for external auditing All reports are to be maintained at the project site for as long as the Contractor is working at the site
Monthly Review of Weekly Inspection Reports (Internal)	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	Contractor's General Manager	A monthly report is to be provided to the Contractor's Onsite General Manager, which is to include: the compliance status of training programs; identifying any non-compliances that have arisen over the previous months monitoring program; detailing the corrective actions that have been taken when a failure has been noted; and noting the appropriateness and effectiveness of any corrective actions	Submit a copy of the finalised Monthly Review Report to LSP's HSSE Monitoring and Reporting Team Archive Monthly Report in an orderly manner for external auditing All reports are to be maintained at the project site for as long as the Contractor is working at the site

 Long Son Petrochemicals Co., Ltd	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Page: 37 of 51
LSP Doc. No : LSP-1S01-0003		


Inspection / Auditing Interval	Reference of Relevant Mitigation Measure*	Responsibility	Scope of Inspection / Audit	Report Submission / Record Keeping
Biannual Inspection (External)	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	LSP's HSSE Monitoring and Reporting Team	LSP's Representative will review the Contractor's onsite activities to assess compliance with the management plan and review all records of the Contractor's internal audit programme to review historic compliance and the use of appropriate corrective actions	<p>A copy of the External Audit Report is to be provided to the contractor for reference and, where necessary, implementation of any identified corrective actions</p> <p>All reports are to be maintained at the project site for as long as the Contractor is working at the site</p>

Remark: * See **Table 7-1** for mitigation measure.

 Long Son Petrochemicals Co., Ltd	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Appendix A
LSP Doc. No : LSP-1S01-0003		


Appendix A Typical Training Matrix

Typical Training Matrix																						
		Manager	Engineers	Supervisor and team Leader	Visitors	Scaffolders	Elect. / Instrument	Surveyor	HSE Personnel	Medical Personnel	Mechanic	Fitter/ Fabricator/ Welder	Insulation/painting	Mason/ Carpenter/ Steel fixer	laborers	Inspectors	Mobile equip. Operators	Crane Operators	Drivers (all)	Office staff	Cleaners/Helper	Security Personnel
No.	DESCRIPTION																					
1	HSES INDUCTION FOR MANAGEMENT	√	√	√	√				√	√												
2	HSES INDUCTION FOR WORKERS					√	√	√			√	√	√	√	√	√	√	√	√	√	√	
3	RE-FRESHER HSSE INDUCTION		√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
4	SUPERVISOR'S START TRAINING		√	√					√													
5	DEFENSIVE DRIVING																		√			
6	WORKING AT HEIGHT	√	√	√		√	√	√	√		√	√	√	√	√	√	√	√				
7	CONFINED SPACE ENTRY	√	√	√		√	√	√	√		√	√	√	√	√	√	√	√				
8	PERMIT TO WORK	√	√	√					√													
9	CRANES AND LIFTING																√	√				
10	FIRE FIGHTING	√	√	√					√											√		
11	FIRST-AID	√	√	√					√	√										√		
12	SCAFFOLDERS TRAINING					√																
13	SECURITY TRAINING																					√
14	FLAG MAN/SIGNAL MAN TRAINAING							√									√	√	√			√
15	EQUIPMENT OPERATORS	√	√	√											√		√	√				
16	BASIC HEALTH AND HYGIENE	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
17	HAZARDOUS CHEMICALS SPILL CONTAINMENT	√	√	√					√	√	√	√	√	√		√					√	
18	POWER TOOLS AND EQUIPMENT OPERATION		√	√			√		√			√			√	√						
19	VECTOR AND PEST CONTROL TRAINING	√	√	√					√												√	
20	HOT WORK TRAINING	√	√	√					√	√					√							
21	HEAT STRESS TRAINING	√	√	√				√	√	√					√							
22	HANDING OF HAZARDOUSE MATERIAL	√	√	√					√	√	√		√	√		√					√	


 Long Son Petrochemicals Co., Ltd	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Appendix B
LSP Doc. No : LSP-1S01-0003		

Appendix B Form of Occupational Safety and Hygiene Card


(Enclosed to the Circular No. 27/2013/TT-BLDTBXH dated October 18, 2013 by Ministry of Labour, War Invalids and Social Affairs)

 Long Son Petrochemicals Co., Ltd	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Appendix C
LSP Doc. No : LSP-1S01-0003		

Appendix C Example of HSSE&S Training Passport

 Long Son Petrochemicals Co., Ltd	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Appendix C
LSP Doc. No : LSP-1S01-0003		

Appendix D Training Framework Program


 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Appendix C

1. Training framework program of group 1


No.	CONTENTS OF TRAINING	Training time (hour)			
		Total	In which Theory	Practice	Testing
I	Policy and law on work safety and health	4	4	0	0
1	Overview of the system of legal normative documents on work safety, occupational health; system of technical regulations and standards of work safety, occupational health; basic concepts and contents of work safety and occupational health;	1	1		
2	Regulations of law on policies and labour protection;	1	1		
3	Rights and obligations of employers and work safety and occupational health;	1	1		
4	Specific regulations of the state management agencies on work safety and occupational health when newly building, expanding or renewing works and facilities for production, use, preservation, storing and inspecting kinds of machine, equipment, supplies and substances with strict requirements for work safety and occupational health;	1	1		
II	Organization of management and implementation of regulations on grassroots work safety and occupational health	5	5	0	0
1	Organization of apparatus and responsibility division on work safety and occupational health;	0.5	0.5		
2	Formulation of work safety plan;	0,5	0,5		
3	Formulation and publication of rules and regulations on management of work safety and occupational health of facilities, workshops, divisions and safety processes of machine, equipment and substances;	1	1		
4	Propagation, education, training and organization	0.5	0.5		

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 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Appendix C

No.	CONTENTS OF TRAINING	Training time (hour)			
		Total	In which Theory	Practice	Testing
	of mass movement in implementation of work safety and occupational health;				
5	Implementation of policy and regulations on labour protection for employees;	0,5	0,5		
6	Inspection and self-inspection of work safety and occupational health;	0.5	0.5		
7	Implementation of registration and inspection of machine, equipment, supplies and substances with strict requirements for work safety and occupational health;	0.5	0.5		
8	Declaration, inspection, statistics and periodic report on labour accidents and occupational diseases;	0.5	0.5		
9	Implementation of statistics, report, preliminary summary and sum-up of work safety and occupational health;	0.5	0.5		
10	Responsibility and operational contents of grassroots trade union on work safety and occupational health;	0.5	0.5	0	0
11	Regulations on administrative sanction on acts of legal violation on work safety and occupational health;	0.5	0.5	0	0
III	Dangerous and harmful elements in production and remedial and preventive measures	4	4	0	0
1	Dangerous and harmful elements in production; evaluation of risks in production	2	2		
2	Measures to improve labour conditions;	2	2		
IV	Examination at the end of training course	2	0	0	2
Total		16	14		2


 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Appendix C

2. Training framework program of group 2, total time of at least 48 hours

No.	CONTENTS OF TRAINING	Total	Training time (hour)		
			In which		
			Theory	Practice	Testing
I	Training of general knowledge (the same as training framework program of group 1)	16	14	0	2
II	Organizational techniques of grassroots work safety and occupational health;	5	5	0	0
1	Method to determine dangerous and harmful elements in production;	1	1		
2	Measures of technical safety and fire and explosion prevention; techniques of occupational health, prevention of harmfulness and improvement of working conditions	2	2		
3	Method to implement the inspection, self-inspection of grassroots work safety and occupational health;	1	1		
4	Techniques of declaration, inspection, record making, statistics and periodic report on labour accident and occupational disease;	1	1		
III	Overview of kinds of machine, equipment and substances generating the harmful and dangerous elements; process of safe working;	19	9	10	
1	Overview of pressure equipment	3	1	2	
2	Overview of lifting equipment, elevator;	2	1	1	
3	Electrical safety techniques	3	2	1	
4	Work safety for general equipment in production	2	1	1	
5	Work safety in use, transport and storage of chemicals;	2	1	1	
6	Work safety and occupational health on construction site;	4	2	2	
7	Handling circumstances and incidents of production, first aid of labour accidents	3	1	2	
IV	Training based on the characteristics of each training course	4	2	2	
V	Examination and testing at the end of training	4	0	0	4

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 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Appendix C

course				
Total	48	30	12	6

3. Training framework program of group 3


No.	CONTENTS OF TRAINING	Total	Training time (hour)		
			In which		
			Theory	Practice	Examination
I	Policies and law on work safety and occupational health	8	7	1	
1	Purpose and meaning of work of work safety and occupational health; rights and obligations of employers and employees in compliance with regulations on work safety and occupational health;	1	1	1	
2	Regulations and policies of the State on work safety and occupational health for employees;	1	1	0	
3	Working conditions, dangerous and harmful elements causing labour accident, occupational diseases and preventive measures;	2	2	0	
4	Basic knowledge on safety and occupational health techniques;	1	1	0	
5	Utility and usage and storage of general personal protection means; measures of self-improvement of working conditions at workplace;	3	2	1	
II	Overview of work and equipment with strict requirements for work safety and occupational health	1,5	1,5	0	
1	Concept of work and working equipment	0,5	0,5		
2	Basic parameter of work and equipment	0,5	0,5		
3	Specific characteristics of work and working mode of equipment	0,5	0,5		
III	Dangerous and harmful elements upon working or operating equipment with strict requirements for work safety and occupational health	2	2		0
1	Dangerous and harmful elements	1	1		
2	Evaluation of risks caused by those elements	1	1		
IV	Techniques of work safety and occupational health upon working or operating with strict requirements for work safety and occupational health	6,5	4,5	2	
1	Work safety techniques	3	2	1	
2	Occupational health techniques	3	2	1	
3	Measures to improve working conditions at workplace related to the work and operating	0,5	0,5	0	

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Appendix C

No.	CONTENTS OF TRAINING	Total	Training time (hour)		
			In which		
			Theory	Practice	Examination
	equipment				
V	Handling circumstances and incidents of production, first aid of labour accidents	4	2	2	
VI	Training based on the characteristics of each work or equipment with strict requirements for work safety and occupational health	4	2	2	
	Examination and testing at the end of training course	4	2	2	0
Total		30	21	9	0

4. Training framework program of group 4

No.	CONTENTS OF TRAINING	Total	Training time (hour)		
			In which		
			Theory	Practice	Examination
I	General knowledge about work safety and occupational health	5	5	0	0
1	Purpose and meaning of work of work safety and occupational health; rights and obligations of employers and employees in compliance with regulations on the grassroots work safety and occupational health;	1	2	0	0
2	Policies and regulations on work safety and occupational health for the employees;	1	1	0	
3	Working conditions, dangerous and harmful elements causing labour accident, occupational diseases and preventive measures;	2	2	0	0
4	Basic knowledge on safety and occupational health techniques; rules of work safety and occupational health of facilities;	1	1	0	
II	Requirements for work safety and occupational health at the level of workshop or equivalent level	6	3	3	0
1	Instruction, signs, process of work safety and occupational health working that the employees must follow when performing work at the workshop	2	1	1	0
2	Utility and usage and storage of general personal protection means	2	1	1	0
3	Way to handle circumstances and method of	2	1	1	0

 Long Son Petrochemicals Co., Ltd LSP Doc. No : LSP-1S01-0003	Long Son Petrochemicals Co., Ltd.	
	HSSE Department	Rev. 05
	Worker Training Management Plan	Appendix C

No.	CONTENTS OF TRAINING	Training time (hour)			
		Total	In which		
			Theory	Practice	Examination
	first aid of labour accidents				
III	Requirements for work safety and occupational health for work assigned	4	3	1	0
1	Dangerous and harmful elements generated at workplace and measures of prevention and improvement of working conditions;	1	1	0	0
2	Process of safe working; process of operation, handling of incident of machine and equipment assigned;	2	1	1	0
3	Coordination of collective working	1	1	0	0
IV	Examination at the end of training course	1	1	0	
Total		16	12	4	

Remark:

1. Group 1: Managers and Management Level (except for case of part-time working)
2. Group 2: Full-time or part-time Officials in charge of work safety and hygiene at establishments and Managers in part-time charge of work safety and hygiene.
3. Group 3: Labourers doing jobs with strict requirements on work safety and hygiene.
4. Group 4: Labourers excluded in 3 groups above (including labourers being Vietnamese, foreigners working in Vietnam and persons on vocational training or apprenticeship or probationary to work for the employers).