



## **Domtar Dryden Forestlands EMS Training Policy**

Domtar Dryden Forestlands identifies training needs to ensure understanding and competency in operational activities as well as the requirements of independent third party forest certification. This policy and training requirements outlined herein are required for all Domtar forestlands employees, contractors and overlapping license holders.

To ensure that workers acquire a basic understanding of the principles of environmental management and to better understand how their job activities may impact the environment, EMS Training Requirements Matrices are developed.

### **Training Requirements:**

- All new employees must undergo appropriate EMS and Standard Operating Procedures (SOP) training as per the appropriate training matrix before work can begin
- Contractors and overlapping license holders are expected to carry out regular training with all their employees at least annually
- It is the responsibility of all contractors and overlapping license holders to maintain up to date and accurate training records for all their staff
- It is the responsibility of all contractors and overlapping license holders to ensure their **subcontractors and suppliers** receive appropriate training prior to commencing work and to maintain training records to verify this
- **Formal EMS and Certification training** will take place annually hosted by Domtar and it is expected that all Domtar forestlands employees, overlapping license holders and contract owners / supervisors make every effort to be in attendance.
  - It is expected that the representative(s) in attendance is competent and able to carry out the training to train his/her own staff
  - If unable to attend, it is expected that the Domtar online training modules be reviewed and a verification quiz be submitted to Domtar to verify understanding

**Qualified Logging Professionals (QLP):**

A QLP, as per the Sustainable Forestry Initiative (SFI) standard has specialized skills in timber harvesting gained through experience or formal training and meets the following training requirements:

- All appropriate legal training requirements for the job (MHEO Common Core, WHMIS, First Aid, TDG, etc.)
- Has awareness of the Sustainable Forestry Initiative (SFI) Standard
- Has completed annual Environmental Management Training (EMS) including best management practices and/or standard operating procedures
- Participates in and tracks Continuing Education (CE) – this can include oral or written presentations; seminars; workshops; tailgate sessions; face to face meetings or online etc. *(The Central Canada SFI Implementation Committee believes the field is often the best classroom and worksite tailgate sessions can often be most effective for continual learning)*

<b>DOCUMENT REVISION HISTORY</b>		
<b>Revision date</b>	<b>Purpose</b>	<b>Completed by</b>
November 6, 018	Revamp and update of outdated EMS documentation	Dianne Loewen
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