How to work through the course

What do you need?

Time – about 2 hours.

Software:

Microsoft Word or word processing software.

Adobe Acrobat Reader to open the pdf files.

General information

- Take note of the things you'll be able to do by the end of the course.
- Open the **How to work through the course** link to familiarise yourself with this system.

Note the **Activities** and **Navigation** links on the left hand side of the course page:

Click on the words e.g. 'Forums' to open the links or open them from the topic pages.

News Forum – check for general news and announcements

Forum - sharing ideas, questions and comments. Use "Reply" to comment on the discussion or add a new discussion topic. Keep an eye on anything your colleagues have added.

What are the topics?

Each section relates to a topic. In most topics there are files like this:
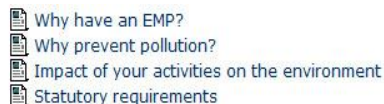
Click on the words. To go back to the main page or your course use the breadcrumbs.

What are breadcrumbs?

Breadcrumbs are the words on the top that look like this. They are under the WelTec banner:

Use the breadcrumbs to return to the course page.

What is in each section?

Checklists: The checklists in each section are Word docs. They are examples of the types of things you need to complete for the EMP. Copy these, make appropriate changes, save them to your hard drive and include them in your EMP

Resources: Each checklist has a link to other resources. A folder of checklists is in the "**how to create your EMP**" section has documents in Word 97 format.

Links: The words beside links like this take you to web pages. Click on the **x** to close the windows.

Quizzes: Most sections have a quiz like this: Click on the words to open the quiz and answer the questions. When you have finished "Submit all and finish". Your results and correct answers will appear. These quizzes are informal reminders.

Completing your EMP

1.	Start	EMP cover page.
2.	Complete Section 1.	Company details
3.	Complete Section 2	Transfer information from your checklists into 2.1 Activity & Pollution risk. Use a separate line for each activity.
4.	Complete Section 2.1	Ist Risk Assessment to assess the risk of each Activity based on the likelihood and consequences - use the scale HCC Silver Significance Scales
5.	Complete Section 2.1	Controls. Show what controls you have in place to minimise the risk.
6.	Complete Section 2.1	2nd Risk Assessment now that you have put the controls in place. HCC Silver Significance Scales
7.	Complete Section 2.3	List all your control procedures.
8.	Complete Section 2.4	Identify any gaps for activities that have no controls. You need to develop control procedures for these.
9.	Complete Section 3	Emergency Procedures, Complaints Response and Training
10.	Complete Section 4	Continual Improvement - Objectives and Targets
11.	Complete Appendix	Attach any documents and completed training by your employees