

 TRAINING MATRIX PRESTIGE		PLANT BASED TRAINING																																		
		Safety Max Specials	Fire Prevention - The Gory Story	Safety & The Supervisor	Avian Flu	Environment & Your Responsibility	H2S – Hydrogen Sulfide Training	Translated Titles (BAHASA OR MANDARIN)	20 Titles Bahasa/ 20 Titles Mandarin	Driving Safety – Keselamatan Pemanduan	Office Ergonomics (Ergonomik Pejabat /	Supported Scaffolding Safety (Keselamatan Aram – Aram /	Industrial Fire Prevention (Pencegahan Kebakaran Industri /	Work Practices & Engineering Control (Amalan Kerja dan Kawalan Kejuruteraan /	Emergency Response Plan (Tindakan Pelan Kecemasan /	Handling of Hazardous Materials (Pengendalian Material Berbahaya /	Safety Housekeeping & Accident Prevention (Keselamatan Pembersihan dan Pencegah Kemalangan /	Emergency Plan (Pelan Kecemasan /	Understanding Chemical Hazards (Memahami Risiko Bahan Kimia /	Fall Protection (Perlindungan Daripada Jatuh /	First Aid (Pertolongan Cemas /	Hand Power Tool & Safety (Keselamatan Alatan Tangan & Kuasa /	Safety & Supervisor (Keselamatan dan Penyelia /	Avian Flu - The Facts (Avian Flu /	Hydrogen Sulfide Safety (Lithan Hidrogen Sulfida /	Environment And Your Responsibility (Alam Sekitar dan Tanggungjawab Anda	Fire Prevention - The Gory Story (Pencegahan Kebakaran /	Safety Audit (Audit Keselamatan /	Dealing With Hazardous Spills (Pembersihan Tumpahan /	REQUIRED	COMPLETED	TRAINING COMPLIANCE				
OFFICE																																				
HR Department																																				
	Staff 1			x							x	x					x			x	x										6	0	0%			
	Staff 2																														0	0	###			
	Staff 3																														0	0	###			
Administrative Department																																				
	Staff 1			c							c	x					x			x	x										6	2	33%			
	Staff 2																														0	0	###			
Finance Department																																				
	Staff 1			c							x	x					c			x	c										6	3	50%			
	Staff 2																														0	0	###			
	Staff 3																														0	0	###			
IT Department																																				
	Staff 1			c							x	x					c			x	c										6	3	50%			
	Staff 2																														0	0	###			
PRODUCTION																																				
Line 1																																				
	Staff 1		x	x		c					x	x					x	c			c	x									x	11	3	27%		
	Staff 2		c	x		x					c	x					x	c			x	x									x	11	4	36%		
	Staff 3		x	x		x					x	x					c	c			x	x									x	11	2	18%		
Line 2																																				
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	Staff 2																															0	0	###		
	Staff 3																															0	0	###		
Line 3																																				
	Staff 1		x	x		x					x	x					x	x			x	x									x	11	0	0%		
	Staff 2																															0	0	###		
	Staff 3																															0	0	###		
WAREHOUSE																																				
Forklift Operators																																				
	Staff 1																														0	0	###			
	Staff 2																														0	0	###			
	Staff 3																														0	0	###			
Crane Operators																																				
	Staff 1																														0	0	###			
	Staff 2																														0	0	###			
Manual Handlers																																				
	Staff 1																														0	0	###			
	Staff 2																														0	0	###			
Drivers																																				
	Staff 1																														0	0	###			
	Staff 2																														0	0	###			
MAINTENANCE																																				
Mechanic																																				
	Staff 1																														0	0	###			
	Staff 2																														0	0	###			
Electrician																																				
	Staff 1																														0	0	###			
	Staff 2																														0	0	###			
General Worker																																				
	Staff 1																														0	0	###			
	Staff 2																														0	0	###			
Welder																																				
	Staff 1																														0	0	###			
	Staff 2																														0	0	###			
Motorman																																				
	Staff 1																														0	0	###			
	Staff 2																														0	0	###			
LABORATORY																																				
Lab Technicians																																				
	Staff 1																														c	x	x	3	1	33%
	Staff 2																														0	0	###			
	5																														6	1	6	18		
	1																														2	0	0	3		
	20%																														33%	0%	0%	17%		