

Training Competency and Inductions Policy

POLICY STATEMENT

As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers and visitors. This commitment extends to ensuring that all workers, contractors and visitors to the workplace receive the type and degree of training necessary to ensure their health and safety at the workplace.

AIMS AND OBJECTIVES

We will identify training needs and to ensure that adequate and appropriate training is carried out for all levels of personnel (including management) within the company, and ensure that all workers, contractors and visitors to the workplace receive such training as is necessary for workers to carry out their duties in a manner which will not endanger the health and safety of themselves or others who may be affected by their actions or omissions.

RESPONSIBILITIES

Training needs of workers and other persons at a workplace will be properly identified by carrying out a training needs analysis which identifies the difference between the skills and knowledge of an individual or group and the knowledge that they require for a particular task or operation.

Workers and persons new to a workplace will be given orientation and induction training before they are exposed to hazards within the workplace to ensure that the worker or person is not exposed to unfamiliar risks. This training should include instruction on procedures to be followed in case of fire or other emergencies.

All persons coming on to a building or construction site to perform work must have received the appropriate general construction induction training conforming to the *National Code of Practice for Induction for Construction Work*, and are the holder of the relevant qualification.

Persons who operate items of high-risk plant or machinery or carry out certain occupations must be competent to do so, and have obtained the education and training required for the relevant license or certificate to be issued, and be issued with the licence or certificate before carrying out the high risk work (except when under training).

Training plans will be developed in consultation with workers who will receive the training to ensure that the needs of those workers are met. The training plan will include the aims and objectives of the training, the type of training required to achieve the aims and objectives, who is to be trained, and who will deliver the training, and how, when and where the training is to be carried out. Documented records will be kept of all training carried out, and include all relevant data regarding the training.