



Training Policy

It is the Policy of this Company to ensure that all staff are trained to a suitable and acceptable level and that training is reviewed annually. The person responsible for training is the General Manager/ Compliance Manager.

Induction Training

All staff will receive the basic Induction Training in the following topics:-

- General Health and Safety Awareness
- Fire awareness training
- Hazard Identification and Reporting
- Manual Handling
- Environmental Issues
- Accident Reporting and Recording

It will be the responsibility of the Compliance Manager to ensure this is completed and that a signed record is kept.



Ongoing Training

It is the responsibility of the General Manager to ensure any additional training is undertaken as required.

Toolbox Talks

Toolbox talks are the method of choice for introducing staff to changes in working practices or regulations. They enable a quick and easy approach for the management to get information into the workplace in a timely manner. The exact format of any talk will vary depending on the reason it has been introduced, however as a general guide the following should be included:

- Introduction - Why the talk is taking place, an introduction to the trainer, the operations the talk will cover and the reason for change.
- Main Body - This should cover the current working methods and practice the changes that are to be made, the reason for the changes, the effects on the staff and any new equipment that is to be introduced. Where possible this should include practical sessions with the new methods, and or equipment.
- A Question and Answer Session - This will enable any questions from the staff to be dealt with, and will also allow the trainer to ask questions of their own, to establish the success of the talk. It also allows for comments from the staff, which may further enhance the new systems.

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Refresher Training

Annual refresher training takes place in the form of a question and answer quiz as well as the providing information on any changes in working methods and, or equipment. Gaps in knowledge are addressed by providing further information dependent upon the needs of individual.

External Training

There are occasions where the training needs cannot be met within the organisation, and when this arises staff are sent for external training. The nature and delivery of outside training is assessed prior to any staff undertaking the courses, to ensure that they meet the needs of the organization. Following the satisfactory completion of these courses a record is again added to the personnel file of the member of staff, along with any certificates awarded, or copies of the same.

Documentation and Procedures



All employees will be trained in the provision and execution of all procedures the Company uses with regard to the safety of themselves and the safety of others affected by their actions.

Managers

All Managers will ensure that staff are regularly reviewed and where/when necessary training provided to ensure staff maintain a high standard. The Managers are responsible for maintaining all training records.

Monitoring

As part of the continual improvement plan there is a need to monitor how effective the training is. This will be carried out by work place monitoring. A supervisor or manager will plan time with an operative or driver to observe them at work then report on any H&S issues noticed. Examples of this may include additional risk assessments / modification of risk assessments, extra training needed, additional PPE, changing of work practices.

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