

TRAINING POLICY

Training Requirements & Requests

It is the obligation of the Company to ensure that employees receive the training which allows them to carry out their work task with a knowledge of the health and safety hazards involved and with a knowledge of how to protect themselves, and others, from the risk of such hazards occurring. This will be achieved by following Company policies and work procedures as laid down, by utilising safety equipment provided, by observing safety notices etc and by their own actions.

The Company will have in place a management structure which is qualified to operate the Policy.

The Company will issue a Training Plan for all employees. The plan will assess their needs in advance, identify the best possible training and the appropriate time scale for achievement.

Training shall commence with an induction into the Company policies and relevant work procedures which are designed to satisfy the Company's legal obligation, to set high standards of safety for employees and others affected by the work they undertake and to protect the environment.

Where an individual considers that they have a relevant training requirement that has not been identified on their behalf, they should formally request such training via their line manager or directly to the Company's Training / Human Resource Manager.

Training Records

A Training Record will be established and maintained for each employee of the Company by the Training / Human Resource Manager.

As each module of training is provided, either in-house or by external organisations, the relevant supervisor / course organiser shall prepare and submit the Notification of Training form to the Training / Human Resource Manager accompanied by relevant accredited certification.

The Training / Human Resource Manager will arrange for the details of training provided to each employee to be entered into their Training Record and for the accredited certification to be maintained on file.

Relevant training / training certification from previous employment will also be entered into and held with the Training Record.

Whilst training assessments will be undertaken as work tasks are allocated to employees, an annual review of training will take place for each employee and the record noted for date, action points and follow up

Signed:

A Steel
Managing Director



Date 30th January 2009