



Work Place Training Policy

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Preface

This document has been created in order to assist with general 'Work Place Training' requirements in the construction industry sector for SMD Building Services. By no means does this document supersede any accredited guidance from governing bodies such as the HSE it merely forms a base of information to assist with basic information as to the requirements and importance of work place training. This document serves as part of an internal information and monitoring process in conjunction with SMD's 'Health & Safety Policy' (SMD_HSP), Induction Training Documents, Work

Provision and methods of training

Training and the techniques used to undertake a specific tasks inevitably vary and may include (as appropriate to the risk, complexity of a task, equipment and existing competence of staff) some or all of the following:

- Self-study, e.g. reading manufacturer's instructions
- Simple in-house instruction and demonstration, with supervision
- Formal in-house training, provided by competent, qualified or experienced staff – often coupled with some form of documented competence assessment
- Externally provided training (usually with a competence assessment), provided by competent, suitably qualified people

Training may be undertaken on or off the job (whether at the workplace or elsewhere) but should normally take place within working hours.

Training may need to be refreshed at suitable intervals to ensure workers remain competent. Changes in work equipment, the system of work or the introduction of new equipment may all require additional training to ensure health and safety.

Competence and competent people who examine work equipment

All people using work equipment or supervising / managing its use should be sufficiently competent to do so safely.

Competence may include, in some cases, minimum medical fitness (e.g. for driving vehicles) and either or both physical and mental aptitude (e.g. the ability to climb and work at height), as well as knowledge and skill.

'Competence' is not defined although, for some work tasks (such as woodworking and operating power presses), there are minimum training requirements which will assist in gaining sufficient competence to undertake tasks safely and without risk to health

Training Process Policy

As part of our pre-qualification process for undertaking works tasks and operations of varied nature, we adopt an evaluation process based on all our internal resources where available. The process flow diagram shown below suggests the basis for modelling the Requirements of the Customer, Internal Team Members and Third Parties where required. It also assists the company to ensure the correct resource and levels of training are available either immediately or achievable based on an allocated task.

By this method competence can be identified based on manual skills, experience & qualifications. Where a shortfall is identified it is our policy to undertake internal resource education be it 'on the job', 'in house' or by means of an external recognised training body in order to fulfil the requirements of each task. On occasions Sub-Contractors will be employed under our strict guidance and working processes in order to achieve programme and project deadlines. Where a continuation of works process arises in a field requiring either specialist or additional resource we will recruit additions to the team fulfilling the skill set requirement

