



## Training and Development Policy Statement

It is Company policy to ensure that all employees and other persons under the control of the company have adequate knowledge and skills, to enable them to perform their duties and fulfil their responsibilities in such a manner so as to ensure their own Health and Safety and also that of any other person or group of persons who may be affected by their actions.

All new members of staff will receive an induction within one week of joining the company. Details of training opportunities will also be discussed if appropriate.

Training specific to a person's occupation will be arranged as required including refresher and update training when required by changes to legislation, client requirements, work equipment or duties.

All new site or yard based employees and subcontractors are to undertake a Health, Safety, Environment and Quality Assurance Awareness course, this is to be undertaken within the first two months of his/her employment.

Before the start of work on site all employees and subcontractors are to receive a site induction, this is to be by the viewing of the company site induction video presentation and include site specific information.

As a measure of competence those members of staff who are required to attend any construction sites are to be in possession of CSCS or CPCS qualifications at an appropriate level. These qualifications are required in order to attend any sites run by the 'Major Contracting Group'. To obtain these qualifications members of staff must pass a Construction Skills Health and Safety test; some categories of competency may require additional certification in the form of an NVQ or Degree.

Training may be carried out by the use of external or in-house courses, as is deemed necessary from the Company fortnightly Core Team meetings, job chats, and annual appraisals. During these meetings, job chats, and appraisals, training arrangements can be made to allow the individual's compliance with their occupations training standards and they also allow for the identification of training required to meet the needs of a new position or for a new promotion.

Training records are kept in a locked room or on a password protected computer database, with access only by the training department personnel. On request to the training department, individual employees are entitled to view the information that is held on themselves only in the training offices.

This Policy is to be reviewed no later than 31<sup>st</sup> December 2012.

A handwritten signature in blue ink that reads 'J.N.E. Breheny'. The signature is written in a cursive style with a large, looping 'y' at the end.

**John Breheny – Chairman**  
**1 January 2012**