

# INGLIS PM

## TRAINING POLICY

All management and staff within Inglis PM are trained and competent to undertake their work activities. Management must ensure that all employees under their control have regular and ongoing training and experience relevant to their occupation. Management will keep records and manage all health and safety training to ensure that all employees have appropriate training and continual development is maintained.

All operatives will receive a safety induction at the start of employment and initial training needs will be identified at this time. During induction any queries will be resolved and training needs will be addressed.

Further training needs will be identified during site inspections carried out by the Managing Director.

Toolbox talks will be carried out on site, usually by the site manager/supervisor on a regular basis (weekly or whenever additional need is identified) and will focus on a topic relevant to the work that is about to commence. These will be recorded on the appropriate form and will be held on site.

All training details are recorded on a training matrix by the office manager and will be reviewed quarterly to assess the requirement for updating or re-training of all staff. In addition to this, training requirements will be identified at staff appraisals, reviews and management meetings.

This policy will be reviewed on an annual basis by the Managing Director.

Name:

Signed:

Date:

Job Title:

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Please confirm you have read and understood this policy document by signing the acknowledgement below.

NAME	SIGNATURE	JOB TITLE	DATE