

## 1.20 TRAINING POLICY

### P. LAYDEN & SON LTD.

P. Layden & Son Ltd. has an ongoing training programme for the work force, so that we keep up to date with training requirements of current legislation and regulation.

Most of our training needs are met by courses arranged by - our Safety Consultants, Transport training providers and First Aid Training Providers.

The training policy also includes arrangements when necessary for passing on relevant health & safety information to managers. This will include new and revised safety regulations, changes in company safety policy, revision in safe systems of work, and industry best practice. This information is passed on by P. Layden & Son Ltd Health & Safety Advisor in the form of memos, and discussion on his regular site visits.

#### **Workforce:**

We train personnel in the following areas - Safety Awareness; First Aid; Manual Handling; Forklift, Driver CPC etc.

If a specific need arises, the relevant training would be arranged to cover the item of plant or equipment to be used.

Our policy includes arrangements for passing on relevant health and safety information to the workforce. This takes the form of informal meetings on site and 'Tool Box' talks', by the Supervisor and safety consultants.

#### **Induction Training:**

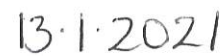
All personnel will receive induction training before they start work. The induction will be given by the Managing Director or Transport Manager and will include:-

- A brief description of the specific health & safety requirements relating to the site.
- The Site Rules.
- The principal hazards relating to the site.
- The Fire Plan and Emergency procedures.
- Welfare and First Aid arrangements.
- Reporting procedures for accidents and dangerous occurrences.
- Noticeboard and safety notices.
- Personal Protective Equipment requirements.

This induction will be given to all directly employed operatives and sub-contractors, and there is an induction form which everyone has to sign when they have been inducted.



Ms. Joanne Coogans  
Director



Date