

Machmade Ltd – Training Policy

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely.

MACHMADE LTD will carry out an annual review of health and safety training needs and will produce an annual training programme for all levels of staff. In carrying out the review particular attention will be given to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation. We recognise that employees taking on board additional responsibility may need additional training.

Records of training provided will be maintained. The training needs will be agreed by the management team and budgets allocated. The Directors will monitor that the training is carried out and maintained in accordance with the training schedule.

Each new employee will receive a Safety Induction at the start of their employment, where any additional training needs maybe identified. The induction will cover:

The Company Health and Safety Policy and Company Handbook, and general health and safety policies, rules and procedures.

Emergency procedures including action to take in the event of a fire, and first aid arrangements.

The significant risks, safe systems of work, and precautions to be taken. Method statements and risk assessments where applicable.

The PPE requirements. Where/how to obtain additional PPE as required;

Procedures for reporting accidents, injuries and property damage.

Further training needs may also be identified via other means, such as via site inspections, committee meetings, management meetings or annual health and safety review.

Ongoing and informal training and supervision will also be provided by all managers and team leaders within the business.

Plant and machinery must only be operated by trained and authorised personnel, in accordance with the written safe operating procedures. The safe operating procedure and list of authorised personnel is displayed alongside each piece of equipment within the workshops.

Where requested by the Principal Contractor, Tool Box Talks will be conducted on site. Records of TBT's will be kept.

Approved by:

Director – Neil Illingworth

Date 03/01/2023