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**AUTHORISATION: Signature****Date**

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**Purpose and Scope** To ensure that all staff are aware of the Policy and Objectives of the Company, regarding the management of H&S at work.

**Procedure** **Whilst the Director responsible for H&S has overall responsibility for overseeing H&S within the Company and shall ensure that:**

- all staff are made aware of the contents of the Company Health and Safety Policy, Management Systems and Manual, and the Objectives and Targets set out in the Company Health and Safety Action Plan;
- formal job H&S induction training is provided prior to any new employee commencing work;
- follow-up reviews, to ensure that employees have understood the induction training provided, are conducted after the first 30 days of work;
- all Directors, Senior and Line Managers receive suitable and sufficient training in general H&S management principles and practices appropriate to managing risk and controlling loss within the activities that they oversee;
- all Line Managers possess the levels of H&S knowledge, training, experience and skills necessary to enable them to minimise the risk of injury and control the level of loss within the areas under their control;
- all Supervisors are provided with suitable and sufficient H&S training to enable them to minimise the risk of injury and loss within the areas under their control;
- proper job instruction is provided for each new or different job assigned to employees prior to that job being undertaken;

The Company retains the services of a Health and Safety Adviser who is competent, by virtue of his/her training, qualifications, knowledge, skills and other qualities, to provide advice with regard to the work being undertaken by the Company and with regard to undertaking the measures needed to comply with the relevant H&S requirements and prohibitions.

**General** The Company recognises that the skills and abilities of each employee contribute to the collective achievement of construction objectives.

An annual review is undertaken to promote a systematic development of technical and personal skills. Training is provided by a variety of external organisations, including the Construction Industry Training Board (CITB), and is monitored for continuing suitability and method of delivery.

Personnel are selected for specific duties on the basis of their experience, education and training. Where it is identified that the Company needs particular personnel to gain specific skills or knowledge then the Company arranges suitable training for these individuals.

Prior to commencement of a new project, selection of personnel will include consideration of their relative levels of experience, education, training and skill in relation to the work to be undertaken. The health and safety implications of the work along with the technical requirements of the job will be examined prior to work commencement. On site training sessions, covering site induction, and also specific training needs are identified and delivered by the Site Manager or it may be delegated to another suitably competent individual within the site management team.

Records of training and competence are maintained by the Company.

Certain activities may only be undertaken by individuals who have been authorised in writing by the Site Supervisor to undertake such activities. These activities may be included in Company or Site Rules or may be detailed in the Site Specific Health and Safety Plan.