

#### **4. 1 Training Policy & Arrangements**

Carter Lauren has an ongoing training programme for Site Managers, and 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, The Building Safety Group; CITB Construction Skills; St Johns Wales Training (First Aid); Plant Training & Assessment Providers.

In addition, this company is a member of a local training organisation, The Glamorgan Construction Training group. This organisation arranges training courses and seminars on health & safety topics.

##### **Site Managers:**

Our policy includes that all site managers will obtain The Site Managers Safety Training Scheme Certificate (5 day course), and The First Aid at Work Certificate (4 day course), both being updated after five & three years respectively.

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 the company Health & Safety Manager in the form of memos, and discussion on his regular site visits.

##### **Workforce:**

We train site personnel in the following areas - Safety Awareness; Abrasive wheels; Percussive Nail Guns;

Gas operated nailers; Tower Erection; First Aid; Manual Handling; Confined Space; Plant Operators for various items of construction plant that we regularly use. Our training policy is arranged so that all sites will have certain key workers who have received the necessary training to use the plant and equipment used on that site.

If a specific need arises on a particular site, 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 Health & Safety Manager and safety consultants. These include - safety awareness; working with cementitious materials; underground & overhead services; slips, trips & falls. Some have visual aids in the form of DVD's.

A number of our managers and site operatives have a current CSCS or CPCS card which requires a health & safety touch screen test.

##### **Induction Training:**

All personnel working on a site, will receive induction training before they start work. The site induction will be given by the Site Manager and will include:-

- A brief description of the specific health & safety requirements relating to the site.
- The Site Rules.
- The principal construction 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.
- Permits To Work.

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.