



Policy:	Health & Safety Training	Reference:	HSTSES0048
		Review Date:	03/2023

Purpose.

To ensure suitable and adequate Health & Safety Training is provided for all employees.

Scope.

This procedure applies to all SES Engineering (Newark) Ltds employees.

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Procedures will include training:

- At inductions.
- At regular intervals, repeat training.
- On transfer or promotion to new duties.
- On introduction of new technology.
- On changes in systems of work.
- When training needs are identified during risk assessments.

Managers at all levels will be included in the health and safety training programme and records of all health and safety training will be maintained by the appropriate designated person. Training matrix. (Ref: ETMSES0075)

Procedure.

- No person shall be allowed to operate machinery or equipment or undertake tasks that require specific Health and Safety training and familiarisation until they have received training, and in certain cases relevant certification and sufficient instruction, to enable them to perform those tasks without risks to themselves or others. From time to time that training must be updated to reflect changes in legislation and best industry practice.
- Health and Safety training needs will be identified during the induction process of a new starter, via annual development reviews carried out by operational managers and by senior management in order to comply with legal requirements or site-specific requirements. (Ref: ETMSES0075).
- Repeat or refresher training for individual employees will be identified via the training matrix in addition to annual development reviews or new works that require specialist operations.
- All health & safety training will be recorded via the Training Matrix. (Ref: ETMSES0075)
- No employee who is transferred or promoted from one activity to another will be permitted to start work in the new job until they have received training and instruction sufficient to enable them to perform the job without risk to themselves or others. From time to time that training must be updated to reflect changes in legislation and best industry practice.

Resolution of Health & Safety Problems.

Any employee with a health and safety concern must inform his/her supervisor initially. If, after investigation, the problem is not corrected in a reasonable time, or the supervisor decides that no action is required and the employee is not satisfied with the explanation, the employee may then refer the matter to senior management. This must be in writing.