

Training

Aim

The aim of this procedure is to ensure that all staff of Elliam receive awareness training, and specific training in the responsibilities and impacts of their individual jobs, and that training records are kept.

Scope

This procedure applies to all Elliam's staff including new, part-time, off-site staff, transferred staff, as well as permanent on-site contractors.

Responsibility

Management	Prepare Job Descriptions and/or define Roles & Responsibilities
Administration Staff	Recruitment of personnel, maintenance of records
Managers & Supervisors	Conduct skills audit, arrange training.

Methods

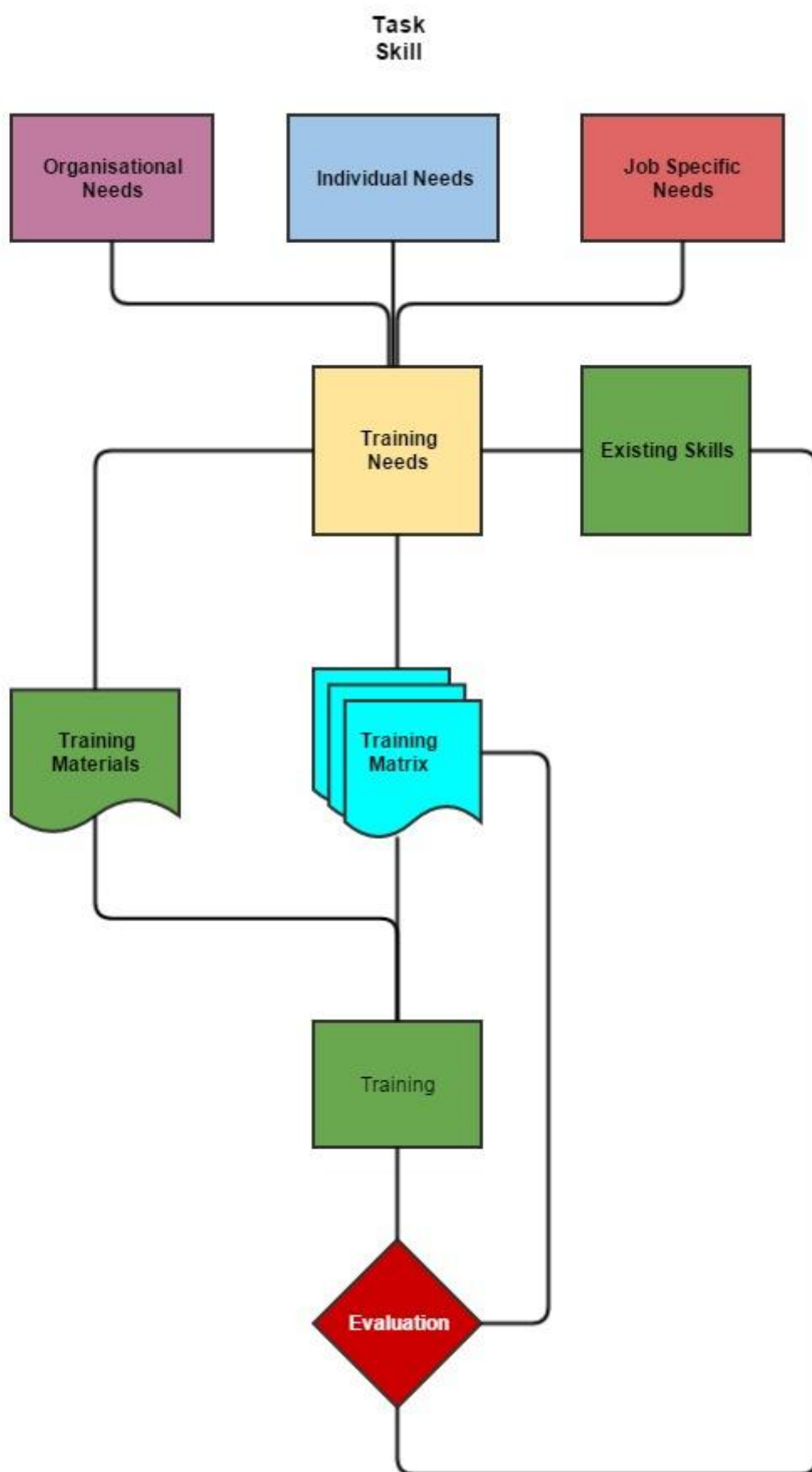
New staff are hired in accordance with standard recruitment practices.

Upon commencement, new staff will receive Induction training to introduce them to Elliam, its systems and procedures and as a general orientation to their workplace. Details of induction completed will be included in each employee's training records.

Management may conduct an initial skills audit of each position. This audit will confirm the skills required for each position (as expressed in relevant job descriptions) and will map the existing skills of staff in each department.

Where a "gap" is identified between required and existing skill levels, appropriate training is sourced (either internal or external to Elliam) and the Department Manager/Supervisor shall priorities and schedule the training within a reasonable time frame. The records of this assessment are maintained in the Employee Skills Matrix

Records of skills training undertaken are maintained in the staff members' files.





Job Specific Training

Management will determine what personnel are needed to carry out specific works, Management will then assess what qualification and/or specific skills are required for individual tasks.

Management will match qualification and skill requirements against available personnel to ensure that personnel have the required qualification/skills, when needed (including any licencing or qualifications for personnel involved in hazardous processes). Where deficiencies are identified, they will determine whether to train existing personnel or to engage suitably qualified/skilled personnel.

He will consider the need for job-specific safety induction/training, training in emergency response procedures and refresher training on long duration projects.

Management will instruct personnel regarding their specific roles and responsibilities and safety procedures at toolbox meetings before starting each job. Records of job inductions will be maintained.

Records

The following documents may be maintained as system records:

- Training Register
- Individual employee records
- Personal Information
- Required Licenses
- Medical results as appropriate
- Certificates & Approvals
- Check & Training Records