

Competence, Training and Awareness Procedure

Procedure Title		Competence, Training and Awareness	
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Written By	Rob Tyson	Authorised By	Mervyn Lambert
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Section	Contents	Page
	Contents Page	2
1	Introduction	3
2	Responsibilities	3
3	Competence	3
4	Training	4
5	Awareness	4
	Appendix A – Training Evaluation form	6
	Appendix B Record of group training	7

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Introduction

To ensure that any persons under its control performing tasks that can impact on H&S are competent on the basis of appropriate education, training or experience, and retain associated records.

Responsibility

Directors / Senior Management	To identify training needs associated with its H&S risks and its H&S management system. To provide training or take other action to meet these needs, evaluate the effectiveness of the training or action taken, and retain associated records. To review this procedure periodically to ensure that it is Appropriate to the needs of the organisation.
HSEQ Manager	To implement and maintain procedures to make persons working under the company's control aware of actual or potential H&S consequences, and the H&S benefits of improved personal performance. To be responsible for issue and changes to this procedure.
All Staff	To be aware to their roles and responsibilities and the importance of achieving conformity to the H&S policy and procedures and to the requirements of the H&S management system, including emergency preparedness and response requirements. To be aware of the potential consequences of departure from specified procedures.

Competence

We enable persons under the organisation's control to work and/or act safely by ensuring they:

- Are aware of its H&S risks;
- Are aware of their roles and responsibilities;
- Have the necessary competence to perform tasks that can impact on H&S;
- Are, where necessary, trained to achieve the required awareness/competence;

Should/where contractors are able to demonstrate that their employees have the competence and/or appropriate training to work safely.

Management determine the competence requirements for individual tasks prior to permitting them to perform tasks that can impact on H&S. The organisation may seek external advice in defining competence requirements, as required.

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When determining the competence required for a task, the following factors will be considered:

- Roles and responsibilities in the workplace (including the nature of the tasks to be performed, and their associated Health, Safety and Environmental risks);
- The complexity and requirements of operating procedures and instructions;
- The results from incident investigations;
- Legal and other requirements;
- Individual capability (e.g. literacy, language skills, etc.);

Health, Safety and Environmental competence requirements are considered prior to recruiting new personnel, and/or the reassignment of those already working under the control of the organisation.

Training

We determine its training or other actions needed for those persons working under its control including contractors, temporary staff etc, as applicable, when considering roles, responsibilities and authorities, in relation to its Health, Safety and Environmental risks and the Health, Safety and Environmental management system.

HSEQ Refresher training will take place annually.

The training or other actions focus on both competency requirements and the need to enhance awareness.

Training programmes and procedures take into account Health, Safety and Environmental risks and individual capabilities, such as literacy and language skills.

Training or actions taken is evaluated to determine the effectiveness. Evaluation may include, written or oral examination, practical demonstration, observation of behavioural changes over time, or other means that demonstrate competency and awareness.

Awareness

The organisation ensure they work or act safely, by making persons working under its control sufficiently knowledgeable of:

- Emergency procedures;

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- The consequences of their actions and behaviour in relation to Health, Safety and Environmental risks;
- The benefits of improved Health, Safety and Environmental performance;
- The potential consequences of departing from procedures;
- The need to conform to Health, Safety and Environmental policies and procedures;
- Any other aspect that might impact on Health, Safety and the Environment;

Awareness programmes will be provided for contractors, temporary workers and visitors, etc., according to the Health, Safety and Environmental risks to which they are exposed.

Document References applicable to this section

Appendix A – Training Evaluation

Appendix B – Record of group training

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Appendix A

TRAINING EVALUATION

Evaluation of training delivered, either internally or externally is discussed between the individual and their Line Manager to assess the effectiveness of a particular training or other developmental activity.

Evaluation takes place between two and three months following the activity and this form will be used to guide the discussion and to record the outcome. This evaluation is part of our continuous improvement programme and all comments will be treated confidentially.

Employee Name.....

Job Title

Course TitleCourse Date(s)

Course objective(s):

What training needs/personal objective(s) were identified prior to attending the activity?

How well have these training needs/personal objectives been addressed in practice?

How well has the training/development activity met its stated objective(s)?

How well has the activity contributed to improved effectiveness at work?

What evidence is there to demonstrate this?

Is any further support required to assist the individual in this area? (If yes, please give details)

Signed (Employee).....Date.....

Signed (line manager).....Date.....

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Appendix B

RECORD OF GROUP TRAINING

Date of Training Session:

Training Given By:

Location of Training Session:

Training Title:

Valid for:

This is to certify that those named below attended the training session as listed above.

[illegible]

This form is to be signed and dated by the person giving the training.

Signature of Trainer: Date:

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