



TRAINING POLICY

The Management and staff of JDJ Ltd are trained and competent to undertake their work activities. Management shall ensure that the employees under their control receive regular training and guidance in the work they undertake on behalf of the Company. JDJ Ltd will manage and retain records of the health and safety training of employees and, shall ensure staff receive appropriate training for their continued development.

Each new employee will attend a safety induction training session at the start of employment where their initial training needs will be identified. During induction we shall address employee queries and identify further training needs as appropriate to their work.

Additional Training requirements may be identified during site inspections carried out by the Contracts Manager and Site Supervisors, and by Richard Ayre (Health & Safety Advisors to the JDJ Ltd)

Toolbox talks and safe work instruction/training will be carried out on site by the site manager or foreman on a regular basis. The object of workplace discussions will be to ensure staff are mindful of site safety and shall focus on topics relevant to the works in progress. Site Toolbox Talks and discussions shall be recorded on the appropriate register that will be retained on site.

Employee training details shall be recorded on a matrix which will be reviewed to assess the necessity for training or renewal-training for staff. Developmental training requirements will be identified at staff appraisals, reviews and management meetings.

Signed: J Watkins
Jon Watkins
(Managing Director)

Date: 20th May 2011