

Training Policy

1. STATEMENT

Danaher & Walsh Group Companies appreciates the importance of adopting training procedures which ensure that all employees receive the appropriate level of management, technical, skills and customer care training relative to their position to guarantee the effectiveness of the Company's operations.

Senior Management will determine the individual employees training requirements from assessments at the selection interview, appraisal reviews and performance observation. A Senior Management Representative supported by the Office Manager will maintain records of employee training in the individuals personnel file as well as in the Company records.

Training will be considered as a pro-active process to avoid unacceptable standards throughout Danaher & Walsh Group Companies. The Companies will be diligent in assessing training needs rather than simply reacting to incidents or when complaints are made by the Client, members of the public, safety advisors or the Health & Safety Executive. Specific auditor training will be provided for managers undertaking that duty and for those involved with personnel disciplinary matters.

Training will commence at the initial induction of all new employees, irrespective of position or form of employment. The induction will be undertaken in a meeting with the Operations Director, Departmental Head or Site Manger which will include in its agenda an overview of the Company, a tour of the premises or site, the explanation and principles of our Quality, Environmental, Health & Safety, Equal Opportunities, Customer Care and Training Policies.

The Company's skills matrix, the areas of weakness and anticipated future needs of the business will be regularly reviewed at the Management Meetings. Senior Management will provide the necessary resources to meet the identified training requirements and arrange for its provision.

Danaher & Walsh Group Companies will ensure that all people performing tasks for them, or on their behalf, including other contractors, sub-contractors, suppliers and any temporary or part-time employees, have been assessed as competent for their work activity or will arrange for suitable and appropriate training.

2. RESPONSIBILITIES

It is the responsibility of Senior Management to determine the individual employees training requirements from selection interview, appraisal reviews and performance observation.

A Senior Management Representative supported by the HR Administrator will maintain records of any training undertaken by an individual employee.

3. RECRUITMENT AND SELECTION

The Managing Director is responsible for the recruitment and selection of senior management employees.



The recruitment and selection of all other future employees is undertaken by the Operations Director in liaison with the Departmental Heads.

Discussions may take place with the Contracts Manager where site operatives are required in their respective departments.

Applicants for positions within Danaher & Walsh may contact the Site Agents who will escalate the application to the Operations Director. He will determine if the application forms a basis on which to invite the applicant for an interview at the Company's Head Office.

Following the interview procedure applicants will be informed in writing whether they have been offered a place and where applicable the date of their commencement of employment.

4. TRAINING NEEDS

Training needs of all employees will be identified and training given to ensure that employees are aware of:

- Importance of conformance with the policy and procedures of the management systems
- Personal and Company benefits of improved personal performance
- Health & Safety and Environmental issues at the Company's Head Office, depots and sites as well as the significant impact of our operations
- Their roles and responsibilities within the management systems
- The consequences of departure from the management system procedures.

5. APPRAISAL AND TRAINING ARRANGEMENTS

The Senior Management representative in liaison with the Departmental Heads will review the relative job descriptions to identify which employees require training to undertake in the following procedures:

a) Induction Training

All new recruits will undergo an introduction to the Company; this will consist of a meeting with the Operation Director or Departmental Head. This induction will consist of an overview of the Company and a tour of the premises, followed by departmental induction.

Areas such as terms and conditions, Health and Safety, the Standards making up the Integrated Management System will also form part of the induction process.

During this induction the trainee will be informed of the relevance and importance of the position they are to occupy and the terms and conditions under which their employment will be controlled.

The Management Representative will review ongoing IMS training requirements annually to ensure that it remains relevant to the organisations activities. If necessary, refresher training will be given to reflect improvements or changes in operating practices on site.

b) Site Inductions

Site Inductions will be undertaken with Company personnel and where appropriate sub-contractors as and when required. The agenda for these inductions may vary but will include areas of contract performance and health and safety and environmental issues.



c) Quality, Environmental, H&S Awareness Training

All employees will be required to attend training in Quality, Environmental and Health & Safety to ensure that they have a clear understanding of issues which are pertinent to Danaher & Walsh and in particular the issues at their place of work. Training programmes will be developed and personnel will attend on a basis of need to know and understand.

d) Auditor Training

Where appropriate internal management system auditors will be trained on how to audit depot and site activities against the management system. In addition the auditor(s) will be able to identify and effect improvements and the requirements of legislation affecting the site.

Continual appraisal will be carried out during the training period. Training / recruitment needs will be determined on an ongoing basis to meet the requirements of the Company.

6. DETERMINATION OF TRAINING

Training will be considered as a pro-active process to avoid unacceptable standards throughout Danaher & Walsh. It is not the policy of the Company to be simply reactive to incidents where complaints are made by the customer or where Health & Safety and Environmental problems have occurred.

7. MANAGEMENT MEETINGS

Management Meetings will review the Company's skills matrix and the areas of weakness within the business and plan training for the appropriate employees.

Senior management will provide the necessary resources to meet the identified training requirements.

8. TRAINING PROGRAMMES

Training programmes will reflect the responsibilities defined within the Company's Integrated Management System and take into account the future needs of the Company and existing skill levels.

9. COMPETENCY OF SUB-CONTRACTORS

Danaher & Walsh will ensure that all people performing tasks for them or on their behalf, including other contractors, sub-contractors, suppliers and any temporary or part-time employees have received an appropriate assessment for their work activity to cause a health and safety risk or cause a significant environmental impact.

10. RECORDS

The HR Administrator will hold a personal file on all employees, including senior members of staff which will contain the following (Items marked * are mandatory):

- Personal details*
- Application form
- Selection interview notes and recruitment record



THINK SAFETY – WORK SAFELY

- Personnel development training matrix
- Training records*
- Emergency contact arrangements*

D. H. Danaher
Managing Director

Last review date: October 2019