**TRAINING PROCEDURE**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Revision** | **Date** | **Prepared by** | **Approved by** |

INDEX

[1. OBJECTIVE AND SCOPE 3](#_Toc182495857)

[2. GENERAL 3](#_Toc182495858)

[3. INDUCTION TRAINING 3](#_Toc182495859)

[4. TOOLBOX TRAINING 3](#_Toc182495860)

[5. SPECIFIC TRAINING 4](#_Toc182495861)

[6. REFRESHING TRAINING 4](#_Toc182495862)

[7. PLANNNING FOR TRAINING 4](#_Toc182495863)

[8. TRAINING RECORDS 5](#_Toc182495864)

[9. REFERENCE DOCUMENTS 5](#_Toc182495865)

# OBJECTIVE AND SCOPE

This procedure describes the system and responsibilities required to ensure that all personnel performing activities, which may have an impact on the Health and Safety (HS) are and remain, suitably trained to current standards to meet the skills and aptitude required for the activities undertaken.

Training includes induction training, in addition to specific skills, general skills, development and refresher training with emphasis on HS issues. It also applies to training conducted "on-the-job" (in addition to courses conducted in settings).

# GENERAL

Training shall provide the necessary skills and knowledge development to enable all personnel to understand the relevant systems, procedures and standards, necessary for them to carry out activities with regard to HS. Training will ensure that personnel understand the importance of compliance with the approved procedures, the potential hazards and the consequences of system failures and that they accept the responsibility for adherence thereto.

The following trainings will be subjected to the employees during the conduct of Project.

* Orientation / Safety Induction trainings;
* In the conduct of work
* Per job training
* Toolbox training
* Planned training

# INDUCTION TRAINING

The Safety Induction/Orientation Training will be organized by the Contractor for all employees entering the site.

This Safety Induction/Orientation Session will address as a minimum, the following:

* Project specific HSE Targets and Objectives
* Minimum PPE, for all employees and/or visitors
* HSE regulations and specific site rules
* Site specific Emergency Procedure
* Disciplinary actions
* Info about site facilities and accessibility

The Induction Training material shall be prepared and revised when necessary, during project lifecycle, under the responsibility of Contractor.

# TOOLBOX TRAINING

Contractors HS Supervisor/Coordinator/Officer shall organize, ensure the provision and recording of toolbox meetings which should be at a minimum on a weekly basis and address a different topic every week. Weekly toolbox meetings could also be used in order to inform employees about any change in HS regulations and site rules, new procedures, etc.

# SPECIFIC TRAINING

Specific training will be undertaken for various Contractor’s and Subcontractor personnel.

Specialized instruction and training shall be given for:

1. Drivers and operators of lifting appliances, transport vehicles, etc. ,
2. Workers engaged in the erection or dismantling of scaffolds,
3. Workers handling hazardous substances,
4. Other specialized categories of workers,
5. Welders,
6. Work at Height, GWO Training
7. Permit to Work (PtW) Procedure,

All specialized training will be documented and recorded. Training material may be given to employees attending the training per case.

# REFRESHING TRAINING

Contractor’s HS Supervisor/Coordinator/Officer shall ensure adequate frequency of training and retraining, with the frequency agreed by all interested parties. If re-training is required due to an unforeseen Incident then will be done out of the training planning.

Contractor’s HS Supervisor/Coordinator/Officer shall coordinate, check and supervise Subcontractor’s training activities and perform additional training if needed.

# PLANNNING FOR TRAINING

HS Supervisor/Coordinator/Officer shall:

* Set the learning objectives for the training
* Define the quality and duration of the appropriate training, to meet the requirements
* Select appropriate training methods for each level of personnel and task category to optimize skill development
* Assign competent trainers
* Plan and organize "on-the-job" training and/or training courses, ensuring that all aspects of the job or activities are systematically covered
* Schedule training prior to the implementation of new legislation
* Verify and monitor the proper implementation of training
* Determine and monitor, where appropriate, how competence is to be demonstrated, e.g. by experience, certification: either in-house or by a recognized outside body, etc.

# TRAINING RECORDS

Appropriate records of training shall be maintained on a current basis. All personnel who have received training, and their trainers, shall sign and date the Training Form on completion of the training.

Training records shall include, but not limited to: Subject, Date, Time, Trainer, Material, Attendants and Signatures.

Contractor’s HS Supervisor/Coordinator/Officer shall maintain records of personal training / experience / certification for all employees.

# REFERENCE DOCUMENTS

* Training Form