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TRAINING AND AWARENESS

OCCUPATIONAL SAFETY AND HEALTH

MANAGEMENT SYSTEM PROCEDURE

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# Purpose

### To define requirements for ensuring a system is available to ensure all employees, visitors and contractors who require OSH training and awareness is available.

# Terms and Definitions

### Refer to document OTH-001 for terms & definitions.

# Responsibility

### QHSE Manager is responsible for ensuring that the procedure is being implemented across the organization.

### Project Manager / Department Head is responsible for implementing this procedure.

### Site HSE Representative is responsible for supporting the Project Manager / Department Head in implementing this procedure

# Procedure

## Training Needs Analysis

### The organization shall conduct an analysis to identify the training needs at an organizational level for occupational safety and health.

### The training needs analysis shall consider:

* Legal and regulatory requirements
* Client requirements
* Policy and Management System requirements
* Operational requirements
* Emergency response requirements
* Induction requirements (both organizational and project specific)
* Competency requirements of various trades
* Risk management requirements
* OSH roles and responsibilities requirements
* Consequences of nonconformance and disciplinary action requirements
* Task specific requirements

### The training needs analysis shall consider the various designations and trades.

### The training needs analysis information shall be recorded on a live register. The register shall be regularly maintained and so no approvals required for each revision.

### The QHSE Manager shall update the training needs register regularly.

### The OSH training needs register shall be reviewed annually at least once.

## Organizational OSH Training Matrix

### The organization shall maintain a training matrix which will provide an overview of the trainings required by the organization.

### The training matrix shall be established based on the following:

* Legal requirements
* Authority requirements
* Client requirements
* Policy requirements
* OSH management system requirements
* Project requirements
* Task specific requirements

### Project specific training requirements shall be extracted from the training matrix and be in line with the project specific requirements. These shall be included in the project specific HSE Plan.

### The following shall be considered when implementing and delivering training:

* Learning aims and objectives
* Level of responsibility and competence
* Frequency of training
* Types of training
* Literacy, numeracy, language and other learning requirements
* Course selection / material development
* Trainer competency
* Assessment activities
* Training records
* Refresher training requirements

### The training matrix is a live document and will be updated regularly, based on changing requirements.

### As the training matrix is a live document, there is no requirement for approval based on each change.

### The QHSE Manager shall review the training matrix at least once yearly.

## Training Records

### Trainings records relevant to the occupational health and safety of the organization will have the records maintained in the head office. These shall be retained for 5 years after expiry of said record.

### Trainings records relevant to the workshop shall be maintained in the workshop. These shall be retained for 5 years after expiry of said record.

### Training records relevant to the individual projects shall be maintain in the project. These shall be retained for 5 years after expiry of said record.

## Training Evaluations

### External trainings shall be evaluated at a frequency decided by the QHSE Manager.

### External training evaluations shall be maintained in the corporate office

### Trainings provided internally such as inductions and toolbox talks shall be monitored internally. Method of evaluation can include:

* Sampling of persons knowledge
* Monitoring by HSE Department
* Complaint reviews by trainees
* Internal Audit

### In the event that an internal training is found to be sub-par, a nonconformance shall be raised.

## Visitor Inductions

### Visitors who will be spending more than a consecutive week on the company premises without the accompaniment of a full-time employee are required to be inducted.

### Visitors do not require an induction in the following cases:

* They are only accessing the project offices and will not access the construction area
* Will only access the construction area while accompanied by a full-time employee

## Training Provision

### External trainings that require to be controlled by regulatory authorities shall be requested only from externally approved training providers.

### Internal trainings that require to be controlled by competent OSH practitioners shall be performed only from competent OSH practitioners.

# Annexure

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