



GEEVES
SCAFFOLDING LTD

Teamwork - Safety - Service

EMPLOYEE TRAINING

Geeves Scaffolding Limited
92-96 Hutt Road Kaiwharawhara

Wellington

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Relevant training and supervision will ensure Geeves Scaffolding employees are able to undertake their roles safely.

Health and Safety Induction

Induction of employees is the first step in Safety Management System. The induction explains in detail the hazards new employees will encounter as well as the specific health and safety requirements. As a minimum the health and safety induction programme covers:

- Emergency procedures.
- Injury/accident and near miss reporting.
- Hazard identification and management on site.
- Employer and employee responsibilities.
- Information about the Health and Safety Committee.
- Work injury claim process and rehabilitation.
- Employee/management consultation process.
- Personal protective equipment - its use and maintenance.

All employees and contractors will view the Induction and Health and Safety Booklets and complete the Induction Assessment Form (Appendix D). Completed Assessments are filed as evidence of completing Induction and to show that employees and contractors understand their responsibilities.

Training and Competency Register

All training is documented in the Training and Competency Register contained in Appendix D. This includes dates for 'refresher training' to ensure current competency of knowledge and practice e.g. first aider, forklift. Management will ensure refresher training is arranged when required. The Register is monitored on monthly basis to ensure training is up to date.

Employee Training

Role descriptions outline the tasks, areas of work, specific hazards and training needs required for the each role. Management reviews the Register every 3 months to ensure it up to date and to identify training requirements for each staff member. Geeves Scaffolding aims to have all staff attain a Site Safe passport as a minimum and then undertake training as required for their role. Several factors influence training needs:

- Individual performance appraisals.
- Planned or actual changes in roles or operational process.
- Introduction of new products or services.

Training for each role in Geeves Scaffolding is set out in the 'Progression of a Geeves Scaffolder' chart.

Completed training records and certificates are saved in employee files and noted in the Training and Competency Register.

Training Delivery

All health and safety training is delivered in such a way that it is clearly understood taking into account language, literacy, vision, hearing and other variables. Competency is assessed at the completion of each training session. Training topics include and are not limited to:

- Site Safe Building Construction Passport
- Forklift License
- HT Licence
- Working at Heights training
- First Aid training
- Elementary Scaffold ticket
- Intermediate Scaffold Ticket
- Advanced Scaffold Ticket
- Suspended Stages Ticket (approved in certain cases)
- Site Safe Advanced Silver Passport
- Site Safe Supervisor Gold Card

Internal Trainers

Where internal staff are used to train new employees it is approved by the site manager to ensure internal trainers possess the experience and training. Their experience and qualifications are listed in the Competency Register.

External Trainers

External trainers are required to provide evidence of relevant certification before commencing training.

Supervision for on-the-job training

Supervision for employees undergoing on-the-job training is provided by senior site staff who have the skills and experience listed in the Competency Register (Appendix D). Senior staff use Safe Operating Procedures and SARNZ best practice guidelines as a guide for assessing if the new employee demonstrates the relevant skills required. The Supervisor will identify who is responsible for the supervision of new employees.