



Clermont Crane Hire Pty Ltd

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Training Development Policy (CCH Policy 020)

As part of Clermont Crane Hire Pty Ltd (CCH) commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers and visitors. This commitment extends to ensuring that all workers, contractors and visitors to the workplace receive the type and degree of training necessary to ensure their health and safety at the workplace.

Objectives

We will identify training needs and ensure that adequate and appropriate training is carried out for all levels of personnel (including management) within the company, and ensure that all workers, contractors and visitors to the workplace receive such training as is necessary for workers to carry out their duties in a manner which will not endanger the health and safety of themselves or others who may be affected by their actions or omissions.

Responsibilities

A Training Needs analysis will be carried out which will identify the difference between the skills and knowledge of an individual or group and the knowledge that they require for a particular task or operation.

Workers and persons new to a workplace will be given orientation and induction training before they are exposed to hazards within the workplace to ensure that the worker or person is not exposed to unfamiliar risks. This training should include instruction on procedures to be followed in case of fire or other emergencies.

All Persons entering onto a Mine site must also undergo the appropriate safety inductions as per the Mine Contractor Safety Management Plans, the Queensland Coal Mining Safety and Health Act 1999 (current as at 19.12.2014) and the Queensland Coal Mining Safety and Health Regulations 2001 (current as at 01.07.2014).

Persons who carry out certain high risk occupations and high-risk plant/machinery operators must have received the education and training required for the relevant licence or certificate to be issued to them deeming them to be competent to carry out this high risk plant/machinery work or occupation. Any on-the-job training on High Risk Plant or Machinery must be supervised by a qualified and experienced content expert.

Employees will be supported through the CCH Training Plan. The training plan will be developed in consultation with workers. It will include the aims and objectives of training, the type of training required to be completed, who is to be trained, who will deliver the training, and how, when and where the training is to be carried out. Documented records will be kept of all training carried out, and include all relevant data regarding the training