

## Section T - Training

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<b>PURPOSE</b>	<p>Ongoing training and education will be used to ensure that all management staff and workers receive the appropriate training to supervise and/or perform their jobs safely.</p> <p>Training and education will enhance our staff's knowledge and in turn provide them with the knowledge and skills required to implement sound accident prevention strategies.</p>
<b>PROCEDURE</b>	<p>The <b>Project Manager and Health and Safety Coordinator</b> will review documentation of recent training received by all members of the construction team. This will be compared against our minimum training requirements included in this segment of the health and safety manual. Accordingly if and when required, training will be arranged in a reasonable time to meet our minimum training requirements.</p> <p>Training will be conducted on at least a two year cycle unless otherwise legislated.</p>
<b>DISTRIBUTION</b>	<p>Training outlines will be reviewed by the Management Team. Each will maintain copies of the documentation pertaining to the training requirements. All persons requiring training will receive written notification and attendance will be mandatory.</p>
<b>RECORDS</b>	<p>Training documentation must be maintained (<b>Appendix 21</b>) for all training sessions and copies shall be provided to the Head Office for review and filing.</p>