

HUDSON TECHNICAL SERVICES LIMITED

HEALTH & SAFETY TRAINING

INTRODUCTION

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulation 1992 place a duty on employers to train their employees in health and safety.

LEGISLATION AND RELATED DOCUMENTS

Health & Safety at Work Act 1974.

Management of Health & Safety at Work Regulations 1992.

FUNCTION

To ensure that all personnel within Hudson Technical Services Ltd are aware of their responsibilities and duties under Health & Safety legislation and are able to carry out their duties in a safe and responsible manner.

FIELD OF REFERENCE

All Hudson Technical Services Ltd personnel.

GENERAL REQUIREMENTS

It is our policy to give training to all our employees to secure a continuing safe and healthy working environment for all our employees and for all those affected by our activities.

We will continue to assess the health and safety training needs of all employees and will compile an annual training schedule from this assessment. Records of all Health & Safety training undertaken will be fully maintained.

Sub-contractors who undertake work on behalf of Hudson Technical Services Ltd will be instructed on the health and safety procedures and risk assessments associated with that work.

For personnel new to employment within Hudson Technical Services Ltd an induction training course must be carried out to cover the following:-

- Information about Health and Safety Policy.
- Safety policy, organisation and arrangements.
- Health and Safety legislation.
- Conditions of employment relating to Health and Safety.
- Fire awareness.
- First aid.
- Accident reporting.
- Welfare.



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As well as Health and Safety information, personnel will require information specific to their job. They will require to see risk assessments highlighting areas of increased hazards and understand the control measures in place.

Training must be ongoing and updated as the persons areas of responsibility change.

RECORDS

Employee/Contractor Training Schedule

Records are to be checked on a six monthly basis to ensure that they are up to date.

It is the responsibility of the person carrying out the training to ensure that records are up dated as soon as the training finishes.



EMPLOYEE/CONTRACTOR TRAINING RECORD

Name:	
Address:	
Status:	Contractor/Employee

JOB DESCRIPTION:

SUBJECT	DATE	DETAILS OF TRAINING	REFRESHER TRAINING DUE	COMMENT
Health & Safety Policy				
Fire Awareness				
Accident Reporting				
First Aid				
Site Safety				
COSHH				
Personal Protective Equipment				
Specific Job Training				