



RCMS Policy

Training & Induction

INTRODUCTION

RCMS is committed to undertaking its business in a manner that recognises the importance of training and ongoing development of its members.

Our aim is to ensure training needs are identified and provided to all members, feedback obtained, effectiveness evaluated and training records maintained.

Training needs shall be identified by the following means:

- ❖ Personnel performance appraisals;
- ❖ Contract specification requirements;
- ❖ Projects that require specialized tasks;
- ❖ Member/Supervisor request;

Training needs shall be reviewed as a minimum:

- ❖ As required and on a regular basis for the general membership;
- ❖ At annual performance appraisal for members;
- ❖ On appointment of a new member(s).

RCMS is committed to ensuring that its members are provided with health and safety information, instruction and training necessary for the safe performance of their work.

As such, RCMS will ensure that it:

- ❖ Identifies work health and safety training requirements;
- ❖ Performs a work health and safety induction;
- ❖ Provides work health and safety information, instruction and training;
- ❖ Maintains records of the training.

Health and safety information, instruction and training can be provided in various ways, including formal training, mentoring and, on the job training, and is necessary to:

- ❖ Familiarise new members with:
 - the tasks they are to undertake;
 - the work environment;
 - associated emergency and safe work procedures;
 - the use of plant/equipment and chemicals;
- ❖ Ensure the competency of members to perform tasks safely;
- ❖ Meet legislative compliance requirements.

RCMS will ensure that all its members are appropriately qualified, trained and instructed to enable them to perform their work without risk to health and safety.

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