

POLICIES

TRAINING AND COMPETENCE

POLICY STATEMENT

The Company will ensure that tasks are carried out by employees with the required skill, qualification and experience necessary to ensure that the task is carried out correctly and safely.

The Company will arrange supervision, training, assessment and re-assessment for employees and will identify any special requirements of training for those employees whose duties involve some particular safety or environmental requirement.

All new employees will undergo general and specific (to their intended work area) induction training. It is the responsibility of the department supervisory staff to see that each new or relocated employee understands all of the safety requirements of his/her job and work area.

New employees will be provided with a 'Health and Safety Induction' which contains the necessary information with regard to fire wardens, first aiders, etc.

In some circumstances the company will require that an employee will enter into a training agreement the employer which may result in the cost of training may be repayable by the employee to the employer if the employment ceases in a given period following the commencement of the training.

However, these agreements are not required for statutory health and safety training such as first aid and fire warden training for example or more specific health and safety training required to perform a required task such as Confined Spaces for example.

Further information can be found in the Contract of Employment Recovery of Training Cost.

SIGNED:
CEO



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