

## Training

In order to ensure all work is carried out safely, without detriment to anyone's health or the environment, and to the requisite quality Bauer Technologies believe it is necessary to employ competent personnel and to ensure that personnel undertake continuing professional development in relation to relevant activities. We will therefore:

- Identify competency levels for all job functions
- Identify the training needs of all employees in relation to current (and where applicable) future job functions
- Train our employees appropriate to the needs of our business in a timely manner
- Ensure that all employees and sub-contractors receive induction training before they are allowed to work
- Ensure that employees receive accredited training where appropriate
- Ensure that training is relevant to the employee and the job function
- Ensure that where an employee may require adjustments to receive benefit from training that these are considered in advance
- Ensure that employees and sub-contractors are given appropriate operational briefings and updates on tasks which involve significant risks
- Review and update training needs regularly in conjunction with the employee
- Ensure that when it is necessary (e.g. due to fluctuating workload), to employ agency labour, this shall be only from prescribed lists of company approved agencies.

The minimum requirements of training and skills certification of site based employees are that:

- 100% of employees should attend a one day Health, Safety & Environmental Awareness course at least once every two years.
- 100% of plant operators, (whether directly employed or not) of plant which is included in the appropriate scheme for plant operators, should hold the relevant card
- 100% of plant operators, out with the plant operators schemes (whether directly employed or not) should hold the relevant in-house competency certificate
- 100% of employees whose skills and competencies are recognised by an industry approved scheme (e.g. CSCS), should hold the relevant card, or be working towards holding a relevant card

Any employee who wishes to be considered for additional training should in the first instance contact their Line Manager



Michael Jones  
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