



Health, Safety and Environmental Training and Awareness

VAIL-EHS-009

Affected Departments	
ALL	

	Role	Date
Originator	EH&S Advisor	10 Nov 2020
Reviewer	EH&S Manager	10 Nov 2020
Process Owner	EH&S Manager	10 Nov 2020
Approved By	EH&S Manager	10 Nov 2020
Authorised for Publishing	EH&S Manager	10 Nov 2020

Issue Number	1
Revision Number	2
Date	10 Nov 2020
Supersedes	Iss 1 Rev 1

ISSUE/REV NUMBER	SUMMARY OF UPDATE	DATE INCORPORATED
1.0	Transfer from previous format and update ISO14001 standard	12/12/2018
1.1	Amalgamated requirements of 2.ABM.HS.19, Issue 4, dated 09/12/2014. Original procedure reformatted and reworded without significant changes in content.	14/04/2020
1.2	Font update and spelling changes, form inclusion	10 Nov 2020

List of Abbreviations	
MEWP's	Manually Elevating Work Platforms

Reference Documents	
ISO45001:2018	Health and Safety Management Systems
ISO14001:2015	Environmental Management Systems

Forms	
VAIL-EHS-009F01	Health and Safety Induction Booklet - Fleetlands
VAIL-EHS-009F02	SITE INDUCTION – Safety, Health, Environment & Fire (Almondbank Site)
VAIL-EHS-009F03	LOCAL WORK AREA INDUCTION – Safety, Health, Environment & Fire (Almondbank Site)

1. Purpose

- 1.1. Training is an essential component in the management and development of human resources. It is also a requirement of ISO45001:2018 & ISO14001:2015 management systems. This procedure is designed therefore, to enable Health and Safety and Environmental Training to be an integral aspect of VAIL's programme of staff training and continuing professional development.

2. Scope

- 2.1. This procedure shall provide the basis for the general management of all mandatory health, safety and environmental training applicable to all VAIL sites.

3. Responsibilities

- 3.1. The EH&S Manager is responsible for identifying all mandatory health, safety and environmental training.
- 3.2. The Learning and Development team are responsible for managing all mandatory health, safety and environmental training.
- 3.3. Line Managers are responsible for ensuring all such mandatory training requirements are met by those employees under their charge at specified intervals.
- 3.4. Line Managers shall support all employees under their charge by allowing their availability for attendance, unless wholly justifiable reasons are cause for their postponement until the next available training date.
- 3.5. All employees are responsible for ensuring their attendance at all such training and rescheduling their attendance if they are unavailable to attend.

4. Action

- 4.1. The Learning and Development Team (L&D) shall prepare a training programme schedule for all sites' mandatory Health & Safety and Environmental Training requirements.
- 4.2. L&D shall identify suitable training providers and plan related training events.
- 4.3. L&D shall co-ordinate local training facilities to accommodate training events in conjunction with others who may have control of those facilities.
- 4.4. L&D shall manage the planned attendance at such training events to meet with identified legal periodicities or company policy.
 - 4.4.1. This may require managing external providers and their requirements for both on site and external training locations.
- 4.5. L&D shall monitor performance of all training provisions and encourage constructive feedback from trainees.

- 4.6. Where appropriate skills are demonstrable, in house trainers may provide training referred to in this procedure, dependent upon any additional requirements for specific qualifications being held by the trainer.
- 4.7. L&D shall manage training records of mandatory training within the scope of this procedure so that they are accessible by line management.
- 4.8. Line Managers shall include mandatory training within the scope of this procedure in team skills matrices, where applicable.
- 4.9. All employees must highlight any perceived shortfalls in their Health & Safety and Environmental training requirements to their Line Manager.

4.10. Local Area Health, Safety & Environmental Awareness Training

- 4.10.1. Employees who are new to any work area (new starts and internally transferred staff) shall be given local area Health, Safety and Environmental awareness training by the Manager, Team Leader or Supervisor of the area, as an element of their work area induction. This training should be documented (using form **VAIL-EHS-009F01** in the Fleetlands site). The documents used shall confirm that the induction has been carried out and must be completed on the employees first day or day of transfer. Completed documents must be sent to HR for personal files.
- 4.10.2. This Induction Training shall be carried out regardless of the duration of the placement.

[End of Leaflet](#)