



# Training Matrix

## Landfill, Soil Treatment & Organics Office-Based Staff



**KEY:** ● = Prerequisite or Day 1 requirement ● = Mandatory ● = Manager's discretion

For further detail go to Biffa [Know How](#).

For Toolbox Talks, go to: OBi/SHQ/Toolbox Talks.

The Divisional Training Matrix specifies minimum training requirements for each job role or job category. It is not an exhaustive list and additional training may be specified by the division. The training or competency requirement may have been achieved prior to joining Biffa. Training defined as mandatory must be completed as soon as reasonably possible and no later than 6 months after taking up the job role, using an external provider only where necessary.

In some cases it is necessary to refer to more than one job category, e.g. a supervisor who occasionally drives a goods vehicle or operates mobile plant. You may also need to refer to a different matrix for any job categories that are not listed.

	BUSINESS DIRECTOR	REGIONAL GENERAL MANAGER	SITE MANAGER	OPERATIONS MANAGER	ECM / ECA	COMMERCIAL MANAGER	ADMINISTRATOR			
<b>INDUCTION (BIFFA KNOW HOW)</b>	●	●	●	●	●	●	●			
<b>HEALTH &amp; SAFETY</b>										
<b>ASBESTOS IN BUILDINGS (E-LEARNING)</b>			●							
<b>ASBESTOS WASTE (E-LEARNING)</b>	●	●	●	●	●	●	●			
<b>DANGEROUS GOODS AWARENESS (E-LEARNING)</b>			●	●	●	●				
<b>DSEAR (E-LEARNING)</b>			●	●						
<b>DSE ASSESSMENT – ERGOWIZE (E-LEARNING) - 1 YEAR REFRESHER</b>	●	●	●	●	●	●	●			
<b>FIRE MARSHAL - 3 YEAR REFRESHER (ORGANISED LOCALLY)</b>			●	●	●		●			
<b>FIRE SAFETY AWARENESS (E-LEARNING) - 1 YEAR REFRESHER</b>	●	●	●	●	●	●	●			
<b>FIRST AID - 3 YEAR REFRESHER (ORGANISED LOCALLY)</b>			●	●	●		●			
<b>HEALTH &amp; SAFETY INDUCTION (E-LEARNING)</b>	●	●	●	●	●	●	●			
<b>INCIDENT INVESTIGATION</b>		●	●	●						
<b>IOSH MANAGING SAFELY</b>	●	●	●	●						
<b>LANDFILL TRAFFIC (E-LEARNING)</b>			●	●						
<b>LANDFILL (VIDEO)</b>		●	●	●	●	●	●			
<b>MANUAL HANDLING – PRACTICAL TRAINING - 3 YEAR REFRESHER</b>					●					
<b>PERMIT TO WORK</b>	●	●	●	●						
<b>PPE AWARENESS (E-LEARNING)</b>	●	●	●	●	●	●	●			
<b>POWER (E-LEARNING)</b>			●							
<b>RISK ASSESSMENT</b>		●	●	●						
<b>SLIPS, TRIPS &amp; FALLS (VIDEO)</b>	●	●	●	●	●	●	●			
<b>ENVIRONMENT AND WASTE MANAGEMENT OPERATIONS</b>										
<b>CERTIFICATE OF TECHNICAL COMPETENCE</b>		●	●	●	●					
<b>DUTY OF CARE (E-LEARNING)</b>	●	●	●	●	●	●	●			
<b>ENVIRONMENTAL PERMIT AWARENESS</b>		●	●	●	●	●	●			
<b>FOOD WASTE - ANIMAL BY-PRODUCTS (E-LEARNING)</b>		●	●	●	●	●				
<b>HAZARDOUS WASTE (E-LEARNING)</b>			●	●	●	●				
<b>PLANT OPERATOR TRAINING (ORGANISED LOCALLY)</b>			●	●						
<b>QUALIFYING FINES (MANAGER / SAMPLER / WEIGHBRIDGE) 1 YEAR REFRESHER</b>	●	●	●	●	●	●	●			
<b>WASTE AND RECYCLING (E-LEARNING)</b>			●	●	●	●				
<b>WASTE WORKSHOP</b>	●	●	●	●		●				
<b>WEIGHBRIDGE OPERATOR TRAINING</b>							●			
<b>STANDARDS AND COMPLIANCE</b>										
<b>POLICY COMPLIANCE (E-LEARNING) (ASSIGNED AUTOMATICALLY BY L&amp;OD VIA KNOW HOW) e.g. Modern Day Slavery, Whistleblowing, DE&amp;I</b>	●	●	●	●	●	●	●			



# Training Matrix

## Landfill, Soil Treatment & Organics Operatives



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	FOREMAN	WEIGHBRIDGE CLERK	MACHINE / PLANT OPERATOR	LABOURER						
<b>INDUCTION (BIFFA KNOW HOW)</b>	●	●	●	●						
<b>HEALTH &amp; SAFETY</b>										
<b>ASBESTOS PRACTICAL TRAINING</b>	●	●	●	●						
<b>ASBESTOS WASTE (E-LEARNING)</b>	●	●	●	●						
<b>DSE ASSESSMENT – ERGOWIZE (E-LEARNING) - 1 YEAR REFRESHER</b>	●	●								
<b>FIRE MARSHAL - 3 YEAR REFRESHER (ORGANISED LOCALLY)</b>	●	●								
<b>FIRE SAFETY AWARENESS (E-LEARNING) - 1 YEAR REFRESHER</b>	●	●								
<b>FIRST AID - 3 YEAR REFRESHER (ORGANISED LOCALLY)</b>	●	●								
<b>HEALTH &amp; SAFETY INDUCTION (E-LEARNING)</b>	●	●								
<b>LANDFILL TRAFFIC (E-LEARNING)</b>	●	●								
<b>LANDFILL SAFETY (VIDEO)</b>	●	●	●	●						
<b>MANUAL HANDLING – PRACTICAL TRAINING - 3 YEAR REFRESHER</b>	●	●	●	●						
<b>PPE AWARENESS (E-LEARNING)</b>	●	●	●	●						
<b>SLIPS, TRIPS &amp; FALLS (VIDEO)</b>	●	●	●	●						
<b>ENVIRONMENT AND WASTE MANAGEMENT OPERATIONS</b>										
<b>CERTIFICATE OF TECHNICAL COMPETENCE</b>	●	●								
<b>DUTY OF CARE (E-LEARNING)</b>	●	●								
<b>FOOD WASTE - ANIMAL BY-PRODUCTS (E-LEARNING)</b>	●	●								
<b>HAZARDOUS WASTE (E-LEARNING)</b>	●	●								
<b>PLANT OPERATOR TRAINING (ORGANISED LOCALLY)</b>	●		●	●						
<b>QUALIFYING FINES (MANAGER / SAMPLER / WEIGHBRIDGE) 1 YEAR REFRESHER</b>	●	●	●	●						
<b>WEIGHBRIDGE OPERATOR TRAINING</b>	●	●								
<b>STANDARDS AND COMPLIANCE</b>										
<b>MODERN DAY SLAVERY TBT (TBTHR002)</b>	●	●	●	●						