

Company Training Policy

MBS Building & Maintenance is committed to ensuring that all staff have the skills, knowledge and experience to carry out their tasks effectively.

All training undertaken by our staff is recorded on a training database. The information is updated and checked on a regular basis, this ensures we are always aware when refresher courses or extra training needs to be given.

There are a number of ways in which we acquaint our staff with the skills and experience they need to carry out their tasks effectively:

- Induction Training
- "On the Job" Training
- Tool Box Talks
- On Site Mentoring
- In-house Training Courses
- External Courses and Seminars
- Vocational and Professional Qualifications
- OSAT (On Site Assessment Training)
- Health, Safety and Welfare

It is Company policy that all of our Site Managers and Foreman attend the following courses:

- CITB Site Safety Management (5 day course)
- First Aid at Work (4 day course)
- Scaffold Awareness (1 day course)
- Fire Awareness (1 day course)
- Asbestos Awareness (1/2 day course)
- Powered Access for Mobile Work Platforms (2 day course)
- Health and Safety Awareness/CSC's test are compulsory for all operatives and management.

MBS Building & Maintenance recognises that its employees are its most valued asset. This is why ongoing training is essential and forms part of every aspect of our operations.

Signed:
Sarah Isaac
Director
Date: 1st January 2010



Signed:
Sally Benton
Training Manager
Dated: 1st January 2010

