


<b>Document Title</b>	Training and Competency Policy	
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<b>Document Approval</b>	Douglas Leask	
<b>Applicability</b>	All areas of operations within the company	
<b>Pages</b>	4	

## Training and Competency Policy

### 1.0 Purpose

This policy reflects the obligations of Leask Marine's requirements to provide information, instruction, training, and supervision and assess competence as necessary to ensure, as far as reasonably practicable the health and safety of employees.

### 2.0 Scope

Leask Marine complies with all legislative, regulatory, guidelines and standards to ensure effective training and competence of its staff.

### 3.0 Responsibilities and Requirements

3.1 To ensure compliance with legal duties imposed upon Leask Marine, the list below summarises the requirements:

- ☉ Provide HSEQ induction training.
- ☉ Provide first aid, fire, evacuation and incident management and investigation training to relevant personnel.
- ☉ Provide specific training for all staff especially where new technology and / or work processes / environment and task changes.
- ☉ Ensuring periodic refresher training is undertaken i.e. where deputation of other employees duties, accident / incident and route cause analysis recommendations are put in place, which change the existing process / technology and to assist in the prevention of staff complacency.
- ☉ Liaise with Supervisory teams on a regular basis about the planning and organisation of health and safety training required for the employees they represent.
- ☉ Ensure specific training is undertaken for young workers, or expectant in the workplace.

### 3.2 MANAGEMENT

The management team will discharge their responsibilities in a competent manner, in consultation with the line managers and supervisors ensuring the following statutory obligations are carried out:

- ☉ Training plans are compiled on an annual basis
- ☉ The training plan is reviewed at least twice per year, where possible quarterly
- ☉ Supervisory staff have the tools and training to ensure the roles and responsibilities for new employees are appropriate and realistic
- ☉ Determine recruitment strategy and allocation of resources
- ☉ Identify training needs of supervisors and managers

- ☉ Ensure the health, safety, environmental and quality (HSEQ) induction training is specific and appropriate
- ☉ Conduct training reviews and set competency levels

### 3.3 COMMERCIAL MANAGER HSEQ / HR DUTIES

The Commercial Manager is responsible for advising the management team of any existing and proposed legislative, regulatory, best practice and advising upon standards to be adopted in all training and competence matters including:

- ☉ Arranging training
- ☉ Providing support and advice in the preparation of the training programmes
- ☉ Delivering in-house training i.e. induction, HSEQ, appraisal, manual handling, First Aid
- ☉ Maintaining the Employee Training Plan
- ☉ Assess the competence of external training providers
- ☉ Auditing of external training providers as necessary
- ☉ Ensuring all training records are recorded and records kept for the duration of employees employment or contract, or 4 year period or as local legislation dictates

### 3.4 SUPERVISORY STAFF

The Supervisors are responsible for ensuring on a day to day basis that the staff under their control are trained and competent to undertake their respective duties, as follows:

- ☉ Induction training of personnel is conducted
- ☉ Arranging on the job training and assessments
- ☉ Communication through Tool Box Talks & daily Briefs

### 3.5 STAFF

All staff have a duty to ensure they are aware of the policies of the Company in relation to training requirements and co-operate with legislative, regulatory and best practice.

Staff are to inform line managers or supervisors of any gaps in their training needs & requirements and not knowingly place themselves or others at risk by continuing a work activity for which they are not trained, qualified or competent.

### 3.6 INDUCTION TRAINING

- ☉ All new employees and sub-contracted personnel and agency staff shall receive the Company induction, which encompasses all relevant HSEQ hazards, risks and reporting procedures.
- ☉ Visitors on site will sign in to the visitor's book, and all visitors onto vessels will receive pre-sail inductions
- ☉ Contractors will undertake an induction, this will not be extensive, but must include emergency preparedness and response actions

### 3.7 IN-HOUSE TRAINING

In-house training will only be carried out by experienced & competent staff, where necessary specific training plans will be collated to ensure desired skills & ability to be achieved.

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### 3.8 TRAINING NEEDS REVIEW AND PLANNING

- ☉ Training needs of staff are to be identified by managers by means of appraisal process, job descriptions and training needs gap analysis
- ☉ Job roles must be evaluated against the skills of the individual(s), where differences exist then individual training is required
- ☉ When assessing individual training needs the following factors should be followed:
  - Identification of what the job entails
  - How it should be performed correctly and safely
  - How it is currently being undertaken
  - The current level of education, skills, training and experience of the individual
- ☉ If significant changes occur in the job / tasks then a training needs review will be undertaken by the line manager to ensure compliance to legal obligations.

### 3.9 ON THE JOB TRAINING AND ASSESSMENT

Suitably qualified personnel will supervise and undertake on the job training & assessments. Training objectives will be established whenever training is required. Where on the job training comprises a number of different elements, the trainee's performance will be assessed against the stated objectives of each element. Only when the objectives have been met will the trainee progress to the next stage.

### 3.10 EXTERNAL TRAINING

Where external training is required, the company will ensure that a suitable training syllabus has been provided, stating clearly the course training objectives and outcomes

Records of the course location, content, costs and certificates of attendance, or records issued by the training body shall be held on file and entered into the Staff Certificate Register database retained by the Commercial Manager. Where no training certificates are issued an evaluation of the training will be completed and recorded on Training Evaluation Form 2.08.1

### 3.11 TRAINING REGISTER

The company training register is the Staff Certificate Register 2.08 and is kept up to date by the Commercial manager for all staff. Specific details in this register shall include but not be limited to:

- ☉ Employees name
- ☉ Job Description
- ☉ Course title
- ☉ Date of course or training completion
- ☉ Expiry Date

### 3.12 TRAINING REVIEW

All staff will undergo an evaluation process annually that will be conducted by their line managers in the form of formal or informal appraisals.

Training areas to be covered are:

- ④ Review of job description to ensure its applicability
- ④ Succession planning, where required
- ④ Training and personal development needs
- ④ Record the effectiveness of training undertaken in line with the company's performance, where applicable

#### **4.0 Review and Monitoring**

The requirements of this procedure will be subject to on-going monitoring and audit for operational effectiveness and will be subject to periodic review.



Signed:

Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2020