

# Employee Training Policy

Version – 1.0



EMPLOYEE  
TRAINING  
POLICY





## Employee Training Policy

### 1. Purpose

To establish a framework for training employees on construction projects, ensuring compliance with safety regulations, enhancing job performance, and promoting a safe work environment.

### 2. Scope

This policy applies to all employees, including full-time, part-time, temporary workers, and subcontractors involved in the construction project.

### 3. Training Objectives

- Ensure compliance with occupational health and safety regulations.
- Provide employees with the knowledge and skills necessary for their specific roles.
- Promote a culture of safety and continuous improvement.
- Reduce workplace accidents and injuries.
- Enhance overall productivity and quality of work.

### 4. Types of Training

#### 4.1. Orientation Training

- Introduction to the company's policies and procedures.
- Overview of the construction project, including scope, timeline, and key stakeholders.
- Basic safety training, including emergency procedures and reporting hazards.

#### 4.2. Safety Training

- OSHA (Occupational Safety and Health Administration) standards and guidelines.
- Personal Protective Equipment (PPE) usage and maintenance.
- Fall protection, scaffolding, and ladder safety.
- Hazard communication (HAZCOM) and Material Safety Data Sheets (MSDS).
- First aid and CPR.

#### 4.3. Job-Specific Training

- Detailed instruction on the tasks and responsibilities for each role.
- Operation of specific machinery and equipment.
- Handling and storage of materials.
- Quality control and inspection procedures.

#### 4.4. Ongoing and Refresher Training

- Regularly scheduled safety meetings and toolbox talks.
- Updates on new regulations, technologies, and best practices.
- Annual or bi-annual refresher courses on key safety topics.

## **5. Responsibilities**

### **5.1. Management**

- Develop and maintain the training policy.
- Allocate resources for training initiatives.
- Monitor and evaluate the effectiveness of training programs.

### **5.2. Supervisors**

- Identify training needs for their teams.
- Ensure employees attend required training sessions.
- Provide on-the-job training and mentorship.
- Conduct regular safety audits and inspections.

### **5.3. Employees**

- Attend and actively participate in all required training sessions.
- Apply learned skills and knowledge to their daily tasks.
- Report any safety concerns or violations to their supervisors.
- Continuously seek to improve their skills and knowledge.

## **6. Training Methods**

- Classroom instruction and lectures.
- Hands-on demonstrations and practical exercises.
- Workshops and seminars.

## **7. Record Keeping**

- Maintain accurate records of all training sessions, including attendance, topics covered, and assessment results.
- Ensure training records are accessible for review by management and regulatory bodies.
- Retain training records for a minimum of five years.

## **8. Evaluation and Continuous Improvement**

- Conduct regular assessments to evaluate the effectiveness of training programs.
- Gather feedback from employees on training content and delivery.
- Make necessary adjustments to training programs based on evaluation results and feedback.
- Stay informed about industry trends and advancements to continuously improve training content.

## **9. Compliance and Enforcement**

- Ensure all training programs meet or exceed legal and regulatory requirements.
- Enforce compliance with the training policy through regular audits and inspections.
- Implement disciplinary measures for non-compliance, up to and including termination of employment.

This Employee Training Policy is integral to the safety, efficiency, and success of our construction projects. Adherence to this policy ensures that all employees are well-equipped to perform their duties safely and effectively.