

TRAINING AND DEVELOPMENT POLICY

Oakland Construction is a company that enjoys a reputation as a leading regional building main contractor, with offices in Bristol, specialising in fit-out, refurbishment and new-build sectors.

The company recognises that our most valuable resource is our employees and therefore we have total commitment to continuous training and development, realising the full potential of each employee.

The benefit to the employee is clear to see in terms of improving self-esteem and knowledge, whilst the benefits to the company are enormous with increased motivation, increased loyalty, and satisfaction of being part of a team culture.

Aims:

- To ensure that employees have the technical skills to undertake the appropriate task for their particular role or trade
- To ensure that each employee appreciates the requirements of their role
- To ensure full compliance with Health & Safety and environmental legislation
- To provide and appropriate and suitable health and safety training as this subject evolves
- To ensure that suitable financial resources are made available for training courses
- To review the company training matrix regularly, paying particular attention to expiration dates for certification
- To monitor and evaluate training and development activities for effectiveness

Training for Health and Safety:

Health & Safety cannot be compromised and for every project, the risk is first identified and the method or sequence of work is decided to mitigate or eliminate the risk that can cause harm, injury or even death to any person.

Each project is deemed to be an incident and injury free environment. Each employee or sub-contractor is charged with taking their own responsibility for their own and other persons' safety. This process starts with the compilation of a Construction Phase Health and Safety Plan, followed by the issues of Risk Assessments, and Method Statements (RAMS) – all for issue for approval of CDM Co-ordinator.

Oakland Construction has a programme of health and safety training for their employees and retained sub-contractors, in order to improve safety performance and awareness. The courses are run by Building Safety Group in Bristol. A training matrix is kept up-to-date to monitor each employee's training requirements and expiration dates for certification are carefully noted.

In addition to the completion of a Pre-Qualification Questionnaire by each sub-contractor, each tradesman is required to read the company Health and Safety Policy which will be displayed in the site office.

Training and Development Policy

Prior to commencing any works, all employees, sub-contractors and site personnel generally undergo induction training carried out by the Site Manager, which includes site environment and restrictions, discussion of RAMS, followed by regular Toolbox talks for the duration of the works.

Building Safety Group have appointed safety advisers who visit each site on a regular basis, and following inspection, issue their electronic Site Health and Safety Environmental and Welfare Report. This is discussed with the Site Manager and some tradesmen/employees on site beforehand.

The report provides ratings highlighted in colour such as – major non-compliance, minor non-compliance, advisory, or satisfactory.

Once the report has been issued and circulated to key parties, recommendations for improvements are carried out immediately or at least within 24 hours.