

## TRAINING AND INDUCTION POLICY

Bartsch Builders is committed to undertaking its business in a manner that recognises the importance of training and ongoing development of its employees.

Our aim is to ensure training needs are identified and provided to all employees, feedback obtained, effectiveness evaluated and training records maintained.

Training needs shall be identified by the following means:

- Personnel performance appraisals;
- Contract specification requirements;
- Projects that require specialized tasks;
- Employee request and / or change in position description;
- Identification of skills shortages.

Training needs shall be reviewed as a minimum:

- As required and on a regular basis for the general workforce;
- At annual performance appraisal for employees;
- On appointment of a new employee(s);
- On promotion of existing employee(s).

Bartsch Builders is committed to ensuring that its workers are provided with health and safety information, instruction and training necessary for the safe performance of their work.

As such, Bartsch Builders will ensure that it:

- Identifies work health and safety training requirements;
- Performs a work health and safety induction;
- Provides work health and safety information, instruction and training;
- Maintains records of the training.

Health and safety information, instruction and training can be provided in various ways, including formal training, mentoring and, on the job training, and is necessary to:

- Familiarize new workers with:
  - the tasks they are to undertake;
  - the work environment;
  - associated emergency and safe work procedures;
  - the use of plant/equipment and chemicals;
- Ensure the competency of workers to perform tasks safely;
- Meet legislative compliance requirements.

Bartsch Builders will ensure that all its workers are appropriately qualified, trained and instructed to enable them to perform their work without risk to health and safety.

Luke Bartsch  
Project Supervisor

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