

## Training Policy Statement

**Riverside Industrial Equipment Ltd.** as a company recognises from senior management level down, the utmost importance of training to ensure:

- ❑ A competent organisation of employees who are aware of the importance of understanding the requirements of working safety at all times by being familiar with and adhering to relevant health and safety legislation.
- ❑ All employees have the knowledge to do their own job to the best of their abilities and to do it right first time.
- ❑ A quality service is provided to our customers satisfaction, to ensure we keep and grow our customer base.
- ❑ An efficient and profitable operation.
- ❑ A reputation for excellence as a company.

### What the Company intends to do

In order to ensure our commitment, a training plan has been set up which will:

- ❑ Enable all employees to gain sufficient knowledge to do their job in an effective way and to do it right first time.
- ❑ Cover all employees.
- ❑ Train by classroom methods and on the job training.
- ❑ Ensure sufficient cross training at supervisor and operator level to enable effort to be flexed into areas where it is needed most.
- ❑ Monitor training to ensure everyone is on an ongoing programme.

### The scope of the policy

The training plan will:

- ❑ Apply to all existing employees and newcomers.
- ❑ Be developed by feedback from operators to ensure continual improvement.
- ❑ Make use of internal training capabilities and external expertise where appropriate.

Signed .....



Date .....



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