

Finiks Engineering Company		QSP/19/00
DOC.: FM/QSP	Procedure for Work Health & Safety Induction & Training	Date : 14/11/2018

Objective: This procedure identifies the Work Health and Safety (WHS) induction and training requirements to ensure worker health and safety at work.

Scope: This procedure is applicable to all the personnel working in the laboratory and new employees

Responsibility: Quality Manager.

Procedure:

Whenever a new candidate joins the organization, on completion of joining procedure TM gives him/her first hand information about company’s activities, disciplinary rules, service benefits, hygiene etc

There are three levels of Training:

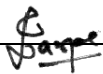
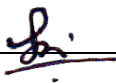
- a) Provision of information, which is typically induction level information. It can also include information relating to compliance with legislation, policy or procedures. Provision of information is verbal, written, electronic
- b) Proficiency training. This includes being trained against a Safe Work Procedure (SWP) while working under supervision until deemed proficient by the TM. This level of training would only be required if identified as a control measure in a risk assessment.
- c) Competency based training. This training is assessed against knowledge and skills based competencies and results are recorded

TM provides information on hazards and the implemented controls to any worker who is exposed to a new hazard as a result of new or changed activities, information appropriate to Work Health and Safety (WHS) duties and leadership responsibilities

TM provides refresher training to all personnel’s working in the laboratory to ensure ongoing proficiency

Quality Manager & Technical Manager evaluate the staff on the basis of given training.

All the records are maintained in format FM/10/0and also discussed in MRM meeting.

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