



AIR CONDITIONING SERVICES (NEW ZEALAND) LIMITED

INTRODUCTION:

Air Conditioning Services (NZ) Ltd is committed to providing a safe and healthy workplace as required by the Health & Safety at Work Act 2015, and other associated legislative requirements.

Air Conditioning Services (NZ) Ltd undertakes to:

- Provide its workers with access to training that is relevant to fulfilling this commitment, and to encourage all workers to participate in these training programmes;
- Encourage workers to apply their training to their workplaces and to consider the safety and health of others and always seek ways to achieve a safe and healthy workplace; and
- Promptly consider worker's training requests and needs.

POLICY STATEMENT:

Training of all ACS workers will be on a needs analysis basis, including the requirements of the said Act and its associated regulations, standards, codes, tasks, individual industry and non-company facility requirements. Individual needs will be identified through annual performance appraisals.

Induction programmes will be given to all new workers, includes contractors and temporary staff using the buddy system.

ACS will identify the training required so that all workers are aware of hazards/risks in their work area and how to risk assess and control them.

The training programme will be the responsibility of the Company Director(s) and H&S Manager.

PROCESSES:

- ACS is responsible to ensure that persons who work for or on behalf of the company attend a safety induction training course on their first day and prior to commencing work of any type.
- A Company Director as the PCBU Nominated Officer is responsible for ensuring that each staff member under their direct control has been safety inducted and ensure that the worker understands the training by completing a competency assessment. They must sign-off both the "Health & Safety Checklist" and the "Health and Safety Handbook".
- No person is to work on any ACS machinery, equipment or process until they have been instructed and educated using a Safe Operating Procedure (SOP) (if one is available). All jobs specific to SOP's must be completed by a new staff member within 1 week of their starting date.
- Copies of all training certificates, licenses etc. will be kept on the individual's personal health and safety folder.
- A health and safety training electronic database on shared H: drive will capture and record all workers training details that includes specific job SOP's as well as relevant inhouse and industry training course needs to fulfill the role and training bring-ups detailed.



- All internal trainers will attend a “train-the-trainer” course and their skills, experience and qualifications recorded.
- Where external training knowledge is necessary, this training will be outsourced to an ACS certified provider.
- All ACS field staff including its contractors must be “Site Safe” accredited and/ or Industry certified e.g. electrical service technician (EST) and suitable accreditation dependent upon the clients training needs.

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(PCBU Nominated Officer - Director)

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(Date)