



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;
- Provide workers with the knowledge and tools necessary to reduce risks associated with their work responsibilities to the lowest possible level;
- 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;
- Support the ACS values and continuous improvement of the ACS health and safety culture; 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.
- Training and development programmes may range from formal course work with competency-based assessment to less formal instruction and information sessions such as team meetings.
- 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). SOP’s will be created for specific tasks or work areas that have high risks and are an inherent element of the work being performed. 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.
- Workers shall undertake all necessary refresher or re-certification training as directed unless the requirements are no longer applicable to the nature of the work being undertaken.
- 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.

MONITOR & REVIEW:

- Following the completion of training, the worker should be supervised to ensure application of learning and safe work practices.
- Where any deficiencies are identified, feedback shall be provided to the worker and further training or instruction should be provided.
- Refresher training or re-certification requirements should be monitored, and worker provided notification as applicable.
- ACS health and safety training and development programmes and requirements shall be reviewed as follows:
 - If prompted by legislative changes
 - When there are changes in work practices
 - At intervals determined as part of the ACS health and safety management system monitoring and review schedule.

This policy will be reviewed on an annual basis by ACS Management and Health & Safety worker representatives.

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(PCBU Nominated Officer - Director) (Date)