

	<h1>Safety Training Policy</h1>	ORG 001	Issue No: 02
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General Policy

The Managing Director of O'Reilly Bros Ltd T/A O'Reilly concrete recognizes that safety training plays a key part in maintaining a safe place of work for our employees, other workers and visitors.

The training described in this policy is intended as a structured approach to meet the safety and environmental training needs of all these persons.

Objectives

- To achieve and maintain the necessary levels of the safety awareness and competence of all our employees and all other persons who work on our sites. The mandatory minimum acceptable standards are set out in CFS 018 Safety Training Matrix.
- To ensure staff and others engaged by O'Reilly Bros Ltd T/A O'Reilly concrete are kept aware of all relevant statutory requirements and are competent using O'Reilly Concrete Group procedures.

Training Provision

Training is provided to all staff based on their job role and includes safety training, environmental training, quality training and job specific training.

O'Reilly Bros Ltd T/A O'Reilly concrete has invested in an online Learning Management System that provides both generic and specific training to staff.

A system is in place to ensure that all staff receive refresher training, or training updates which relate to new information that becomes available following completion of initial training.

Organization and Responsibilities

- Each Business Unit is responsible for the implementation of this policy and for regularly monitoring compliance with this policy within the unit.
- Each Business Unit is to appoint a member of staff to carry out the role of Safety Training Coordinator.
- Nominating employees to attend all relevant O'Reilly Bros Ltd T/A O'Reilly concrete mandatory safety and environmental courses specified as outlined in the Safety Training Matrix within the specified time limits; and liaising with O'Reilly Bros Ltd T/A O'Reilly concrete MD

Each Business Unit is to appoint a member of staff to carry out the role of Safety Training Administrator who is responsible for:

- Maintaining safety records of all employees within the business unit.
- Communicating the contents of this policy to all their employees.
- Identifying safety training needs of the business unit and ensuring that those training needs are met.

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Policy Review

This policy and the associated Safety Training Matrix will be reviewed annually by the MD based on statutory requirements, HSA guidance, identified safety training needs, analysis of accidents and consultation with and feedback from our employees.

Signed: _____

Emmet Cosgrove MD

Date: 15th July 2020