



POLICY



TRAINING AND COMPETENCY POLICY

Pumps United are committed to ensuring that all our staff has received adequate training in order to be able to carry out their duties safely and without risk to themselves or others. The need for training will be determined by the requirements of the individual employee's job role and will be assessed during scheduled employee performance reviews. Pumps United will constantly assess and review the development needs of our employees and actively encourage all staff, regardless of employment status, language skills and grade, to take advantage of all training opportunities available and to communicate their individual needs and requirements.

To achieve our objective, we will:

- Provide induction training for all new employees
- Provide ongoing skills training and development
- Ensure only recognised and registered training providers are engaged to provide training programs
- Perform ongoing training need analysis to ensure relevant knowledge and experience is attained to complete the task safely
- Provide on the job training as identified or required

The effectiveness of our training will be measured by;

- The quality of our work
- Feedback from our clients
- Feedback from our employees
- Reduced incidents and positive safety records
- Develop and maintain a positive injury management culture through encouraging active participation in the early intervention and return to work process



Pumps United's Senior Management Team is responsible for the effectiveness of our management systems, encompassing all professional services undertaken for our clients.

Chief Executive Officer

Pumps United Pty Ltd

01/09/2017