

Section 8: Training

Training is a component of any health and safety management system.

Providing information, instruction, training and supervision regarding safety and health of employees, which must be in a form, manner and language that they are likely to understand is a statutory legal obligation under the Safety, Health and Welfare at Work Act 2005.

All employee's must participate in any safety and health training offered by their employer.

The management of Health and Safety training shall apply to all employees based on their work location and all activities undertaken in the workplace, it shall include statutory requirements and training appropriate to the task.

A Divisional based Training Group will identify training needs at the beginning of each year.

8.0 INTRODUCTION

This section of the Greenfolder deals with Health and Safety Training for all employees in the Roads Directorate of Donegal Co Council. The management of H&S training shall apply to all employees based on their work location and all activities undertaken in the workplace, it shall include statutory requirements and training appropriate to the task.

8.1 IDENTIFY TRAINING NEEDS

A Divisional based Training Group will identify training needs each year.

These training needs will be identified by taking into account the following:

- Anticipated future work practices
- Legislative requirements
- Risk assessments
- Corrective action reports
- Enclosed training matrix
- Internal policies and procedures
- Evaluations of previous training delivered
- Consultation with employees and safety representatives

Please refer to the following tables for guidance which determines what training courses are required in relation to the specific work activities:

There are broken down into the following:

- Obligatory all staff
- Mandatory for Task
- Obligatory 1 per gang
- Appropriate to Task
- Obligatory for Supervisor
- Desirable

Course	Primary Group	Operation	Priority Level	Necessity	Renewal Period in Years	Renewal Requirement
Manual Handling (Outdoor)	All	All	1	Obligatory all staff	4	Course
Safe Pass	All	All	1	Obligatory all staff	4	Course
Safe Systems of Work Plans Training	All	All	1	Obligatory all staff	5	N/A
CSCS Health and Safety at Roadworks	General Operative	All	1	Obligatory all staff	5	Self Declaration
CSCS - 180 Degree Excavator Assessment	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS - 360 Degree Excavator Assessment	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS Site Dumper Assessment	Plant Operator	Road Construction	2	Mandatory for Task	5	Self Declaration
Driver CPC Module 1 (CVEDT)	Plant Operator	All	2	Mandatory for Task	5	Course
Driver CPC Module 2 (MRMET)	Plant Operator	All	2	Mandatory for Task	5	Course
Driver CPC Module 3 (HSOPD)	Plant Operator	All	2	Mandatory for Task	5	Course
Driver CPC Module 4 (RPDTI)	Plant Operator	All	2	Mandatory for Task	5	Course
Driver CPC Module 5 (PROTD)	Plant Operator	All	2	Mandatory for Task	5	Course
Driver CPC Module 6 (PROBD)	Plant Operator	All	2	Mandatory for Task	5	Course
Banksman	General Operative	Surface Dressing	3	Obligatory 1 per gang	5	Declaration
CSCS Slinger-Signaller	General Operative	All	3	Obligatory 1 per gang	5	Declaration
CSCS Location of Underground Services	Supervisor	All	3	Obligatory 1 per gang	5	Declaration
CSCS Signing, Lighting & Guarding at Roadworks	Supervisor	All	3	Obligatory 1 per gang	5	Declaration
Occupational First Aid	All	All	4	Obligatory 1 per overseer		Course
Abrasive Wheels	General Operative	All	5	Appropriate to Task	5	Self Declaration
Chainsaw Training for LA Operatives	General Operative	Maintenance	5	Appropriate to Task	100	N/A
Ride on Roller (Assessment)	General Operative	Road Construction	5	Appropriate to Task	5	Self Declaration

Course	Primary Group	Operation	Priority Level	Necessity	Renewal Period in Years	Renewal Requirement
Ride on Roller (Foundation)	General Operative	Road Construction	5	Appropriate to Task	5	Self Declaration
Safe Use of Pesticides and Herbicides	General Operative	Maintenance	5	Appropriate to Task	N/A	N/A
Chainsaw Training for LA Operatives Refresher	General Operative	Maintenance	5	Appropriate to Task	3	Course + Exam
Confined Spaces - Low Risk	General Operative	Maintenance	5	Appropriate to Task	100	N/A
Front Load Shovel	General Operative	Winter Maintenance	5	Appropriate to Task	5	Self Declaration
Tractor Training	Plant Operator	All	5	Appropriate to Task	5	Self Declaration
Winter Service Operator Course	Plant Operator	Winter Maintenance	5	Appropriate to Task	5	Self Declaration
Training for Designers of Temporary Traffic Management	Technician	Design	5	Appropriate to Task	100	N/A
Supervisory Skills for General Services Supervisor	Supervisor	All	6	Obligatory for Supervisor	100	N/A
Trench Support	Supervisor	Road Improvements	6	Obligatory for Supervisor	100	N/A
IAT Road Engineers Course	Engineer	Maintenance	7	Desirable	100	N/A
Advanced Surface Dressing	Supervisor	Surface Dressing	7	Desirable	100	N/A
Bridge Inspection and Maintenance	Supervisor	Maintenance	7	Desirable	100	N/A
Surface Water Construction and Maintenance	Supervisor	Maintenance	7	Desirable	100	N/A

Course	Primary Group	Operation	Priority Level	Necessity	Renewal Period in Years	Renewal Requirement
Basic Surface dressing	Supervisor	Surface Dressing	7	Desirable	100	N/A
CSCS - 180 Degree Excavator	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS - 360 Degree Excavator	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS Articulated Dumper	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS Articulated Dumper Assessment	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS Mini Digger	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS Mini Digger Assessment	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS Scaffolding - Advanced	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS Scaffolding – Basic	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS Site Dumper	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS Telescopic Handler	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS Telescopic Handler Assessment	Plant Operator	All	2	Mandatory for Task	5	Self Declaration
CSCS Tractor Dozer Assessment	Plant Operator	All	2	Mandatory for Task	5	Self Declaration

Course	Primary Group	Operation	Priority Level	Necessity	Renewal Period in Years	Renewal Requirement
Operation and Maintenance of Lawnmowers	General Operative	Maintenance	5	Appropriate to Task	N/A	N/A
Operation and Maintenance of Strimmers Bushcutters	General Operative	Maintenance	5	Appropriate to Task	N/A	N/A
Permanent Signage	General Operative	Maintenance	5	Appropriate to Task	N/A	N/A
Public Procurement Training - Civil Works						
Ride on Mower	General Operative	Maintenance	5	Appropriate to Task	N/A	N/A
Road Safety Audit Team Leader						
Road Safety Audit Team member						
Safe Use in Bitumen Binder	General Operative	Maintenance	5	Appropriate to Task	N/A	N/A
Setting Out	General Operative	Maintenance	5	Appropriate to Task	N/A	N/A
Spraying Herbicides/Pesticides Hand Held Applicators	General Operative	Maintenance	5	Appropriate to Task	N/A	N/A
Stop/Go Operator	General Operative	Maintenance	5	Appropriate to Task	N/A	N/A
Temporary Traffic Signal Operator	General Operative	Maintenance	5	Appropriate to Task	N/A	N/A
Trenching Reinstatement and Pothole Repair	General Operative	Maintenance	5	Appropriate to Task	N/A	N/A
CSCS - Tractor Dozer	Plant Operator	All	2	Mandatory for Task	5	Self Declaration

8.2 IMPLEMENT AND DELIVER THE TRAINING

The Training Group established will prioritise the numbers and requirements for training. The Training Group will then inform the Training Department of the training courses required and number of employees requiring training. The Training Department will then organise with area management the training courses with suitable dates and times for the attendance of employees. Any special requirements e.g. PPE, previous training required, specification for attendance etc will be notified by the training department to the area manager prior to the course. The results of any training courses will be forwarded to the area manager on completion of all courses. The identified training shall be prioritised and implemented to support the development of employee competency and comply with statutory requirements. The Training Group will meet at least twice a year.

8.3 TRAINING RECORDS

All H&S training records shall be completed and maintained to include:

- Name of employee and employee number
- Name and content of course
- Date of course
- Level of employee competency achieved
- Expiry date of training achieved such as Safe Pass shall be updated every four years

These training records will be kept up to date by the Training Department and made available to the area management. They will be updated on quarterly

Document Control Green Folder	Section 8
	Page 8 of 10

bases and sent out to each SEE. However each SEE/EE may also keep the appropriate training records. The core training records will be inserted into the appropriate section of the green folder each year.

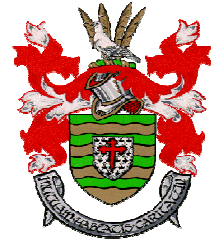
8.4 LOCAL TRAINING COURSES

Any training courses such as toolbox talks, risk assessment safety alerts etc which are carried out in the areas unknown to the training department will be, recorded by the Roads Service Supervisor on the enclosed template. A copy of this template must be sent to the Roads Health and Safety Officer and also to the Training Department who must update the relevant employees core records.

Toolbox talks are required to be held monthly as a minimum and during the month if any high-risk activity is being carried out.



TOOLBOX TALK



Title: _____

Toolbox RA Code: _____

Location: _____

Given By: _____

Print Name	Signature	Employee Number	Date
Comments:			