

# Competency and Training Policy, Statement of Intent

PLY5, Dated: 8<sup>th</sup> June 2009 (Rev. C)



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Morland Utilities Limited understand the requirements of the Health and Safety legislation with regards the training and competency of employees and non-employees and make available suitable resource, time and money to fulfil these minimum requirements.

Morland Utilities has a number of Competency Objectives that enable the Company Goal to be achieved.

- Morland Utilities will ensure that new recruits are suitable for the company position being applied for and that induction into the company is completed on recruitment.
- Complete regular reviews of the training records of employees and ensure that all employees are suitably trained and competent for the task they perform on behalf of the company and investigate any shortfalls in training.
- Identify employees for further professional development and understand and take into account the employees personal goals.
- Ensure that industry requirements for training and competency are met.
- Provide clear and concise understandable information, briefings, tool-box-talks are provided to employees and sub-contractors on pertinent and appropriate issues.
- Incorporate training and competency aspects into planning and organisation of all works completed by the company.

Morland Utilities Competency and Training Goal.

- Ensuring all employees are suitably trained and competent to enable them to perform tasks safely on behalf of the company.

This Competency Policy Statement, Objectives and Goal are subject to regular formal review on a minimum of an annual basis.

A handwritten signature in black ink, appearing to read "Steve Holland".

**Steve Holland**  
**Managing Director**

Next Review Date: 8<sup>th</sup> June 2010