

## Training Procedure

### **Aim**

Craggy Range is fully committed to the continuing development of all members of staff and wishes to emphasise the importance it places on health and safety training at all levels throughout the organisation.

### **Objectives**

Under the Health and Safety at Work Act 2015, Craggy Range has a duty to provide any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business.

### **Organisation for Training**

Managers in conjunction with the HR Manager or delegated individual will be responsible for the development, organisation, and monitoring of health and safety training.

Managers and/or the HR Manager or delegated individual will whenever possible facilitate and deliver health and safety training. Specialist Health and Safety Consultants will be utilised to deliver specific training as is required.

All workers and visitors will be entitled to health and safety training, where their activities could present a risk to themselves, or others.

The Manager or their delegated authority will be responsible for keeping health and safety training records and these will be reviewed to ensure all workers have current certification prior to key business activities e.g. vintage, harvest and/or peak season in Hospitality.

### **Types of Health and Safety Training**

Health and safety training will therefore be designed and delivered to ensure that Craggy Range meets its statutory requirements under all current health and safety legislation. However, this does not exclude workers from requesting specific training which they feel will help them to carry out their duties in a safe manner.

Training will be offered as appropriate to a persons' role in the following areas:

- Health and Safety Induction for new workers
- Manual Handling
- Using Display Screen Equipment
- Fire Warden
- First Aid
- Fork Lift Driving
- Growsafe Certificate
- Food Hygiene
- Other specific training specific to individual job requirements as is required

### **Arrangements**

Whenever possible training will take place in-house, however where appropriate, training will be arranged at specialist/accredited training centres or on other sites if necessary.

Health and safety training will take place before the commencement of hazardous tasks, e.g. handling dangerous chemicals, manual handling or whilst carrying out the task, e.g. on the job training.

All health and safety training will be monitored and reviewed in order to ensure workers receive suitable and sufficient information, instruction and training.

Craggy Range will endeavour to provide training which is suitable for the individual's needs and sufficient to enable workers to carry out their jobs safely.

## **Training and Competency**

- All workers must be deemed competent, prior to operating hazardous plant or machinery
- Supervisors/Managers will assign a 'buddy' to each person undergoing training
- The trainer will be appointed based on their training, skills and experience.
- Task instructions have been developed for training purposes which provide information on the safe use of plant and machinery.
- Selection of health and safety trainers will consider their experience, qualifications and history of delivering high quality outcomes.

## **Internal or external trainer?**

When considering whether to use an internal or external trainer, consideration needs to be given as to whether there is an internal person who has the following skills:

- The required level of technical experience and expertise
- Recognised qualifications in the required field
- Extensive experience in the area
- Ability to assess candidates against training criteria (does the candidate pass the standard required)
- Does the person have facilitation and training skills and experience

## **Choosing an external trainer for Health and Safety topics**

Consideration will be given in the following areas when choosing an external trainer:

- Qualifications – in Health and Safety management or a recognised qualification in their area of expertise e.g. First Aid
- Membership to a recognised professional body e.g. New Zealand Institute of Safety Management (NZISM)
- Specific knowledge required e.g. auditing
- Experience (is it in your industry or a similar industry?)
- Familiarity with your operations
- Ability to train
- Recognition for the course by an external body e.g. New Zealand Qualifications Authority (NZQA)
- Clear objectives / outcomes of what the course will achieve
- References from other clients
- Price

Where possible, preference should be given to organisations with professionally recognised employees with experience in Health and Safety.

## **Documentation**

Where possible the person organising the training should get a copy of the trainer's relevant qualifications for the Health and Safety records.

## **Access to Health and Safety Information**

H&S information is available at each office where Craggy Range operations are performed and can be accessed by all workers. This includes legislative, regulatory, codes of practice and standard operating procedures which are available in a mixture of online and hard copy form in folders, signs and/or notice boards.

## **Experience and Skills Supervision to Train New Workers**

Supervision of workers who are undergoing on-the-job training is provided by highly skilled workers with relevant experience to undertake the supervision. Responsibility for the supervision of new employees will be of the Manager or their delegated authority who has the requisite skills and experience to complete that training.