

VIAMED Ltd

Company Personnel Manual

Section 46. Training

Induction

Upon receiving the new employee, the inductor will introduce him/her self and give the employee a tour of the building, explain the parking locations and introduce them to other members of staff. **Pointing out the Fire Exits, Fire Extinguishers and locations of the First Aid Boxes.**

At this point the company's Quality policy and the associated procedures and instructions will be explained, together with the importance of the particular Standards and Medical Directives to which the Company must abide.

There will also be brief explanation of the company's Equal Opportunity Policy.

It is now that the new employee needs to be made aware of the company's policy for Health & Safety. There will be an explanation of the safety hazards pertinent to their particular job function, any personnel protective equipment necessary for the task, the dangers of loose clothing, long hair etc.

The inductor and/or a supervisor will explain the new starters own job function and that of the relevant department and the chain of supervision. There will also be an explanation of the standard of work expected. At this point in the proceedings, training will be explained, in particular:

- Any gaps in their current skills, experience etc.
- Training requests and who to direct them to.
- Performance appraisals.
- Means of advancement (if applicable).

Management

The responsibility for the training of personnel rests with the Managing Director who, in conjunction with the General Director, will agree identified training needs and arrange suitable training as required.

Each individual Supervisor is responsible for ensuring that all personnel in that department are fully trained and / or suitably experienced to perform the relevant tasks.

It is the responsibility of the Supervisor to ensure that any shortfall in an employees skills / knowledge etc is identified and brought to the attention of senior management.

Employees

It is the responsibility of each individual employee to ensure that any perceived shortfall in his / her skills / knowledge etc is brought to the attention of the relevant Supervisor, and discussed.

Each employee must also be aware of his / her own limitations and not request training for tasks that they think may be beyond their abilities until having discussed it with their relevant Supervisor.

PROVISION of TRAINING

