

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 buildings, explain the parking locations. Pointing out the fire exits, fire extinguishers, manual call points, locations of the first aid boxes and the first aider. Introducing them to other members of staff as you walk round. The Who's Who document can be given so that the new employee can see who works where and when. Keys to the locker given if required, shelf space in the kitchen and showing the employee where everything is for lunches and breaks.

At this point the company's Quality policy and the associated procedures and instructions will be explained and how to find them in the system, together with the importance of the particular Standards and Medical Directives to which the Company must abide. If any equipment is needed for remote working this will be provided and instruction given if needed.

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.

The induction check list must be filled in and filled in the secure personnel file. The contracts will then be discussed and signed if not done already and the health and personal details questionnaire given.

Let the new employee know what day the wages are paid and who they need to go to if they have a problem. Never leave just leave them, make sure that you pass them to someone else to start the training. Ensure that staff know what their responsibilities are and ensure the new employee knows they must ask if they find themselves without work and /or supervision.

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.

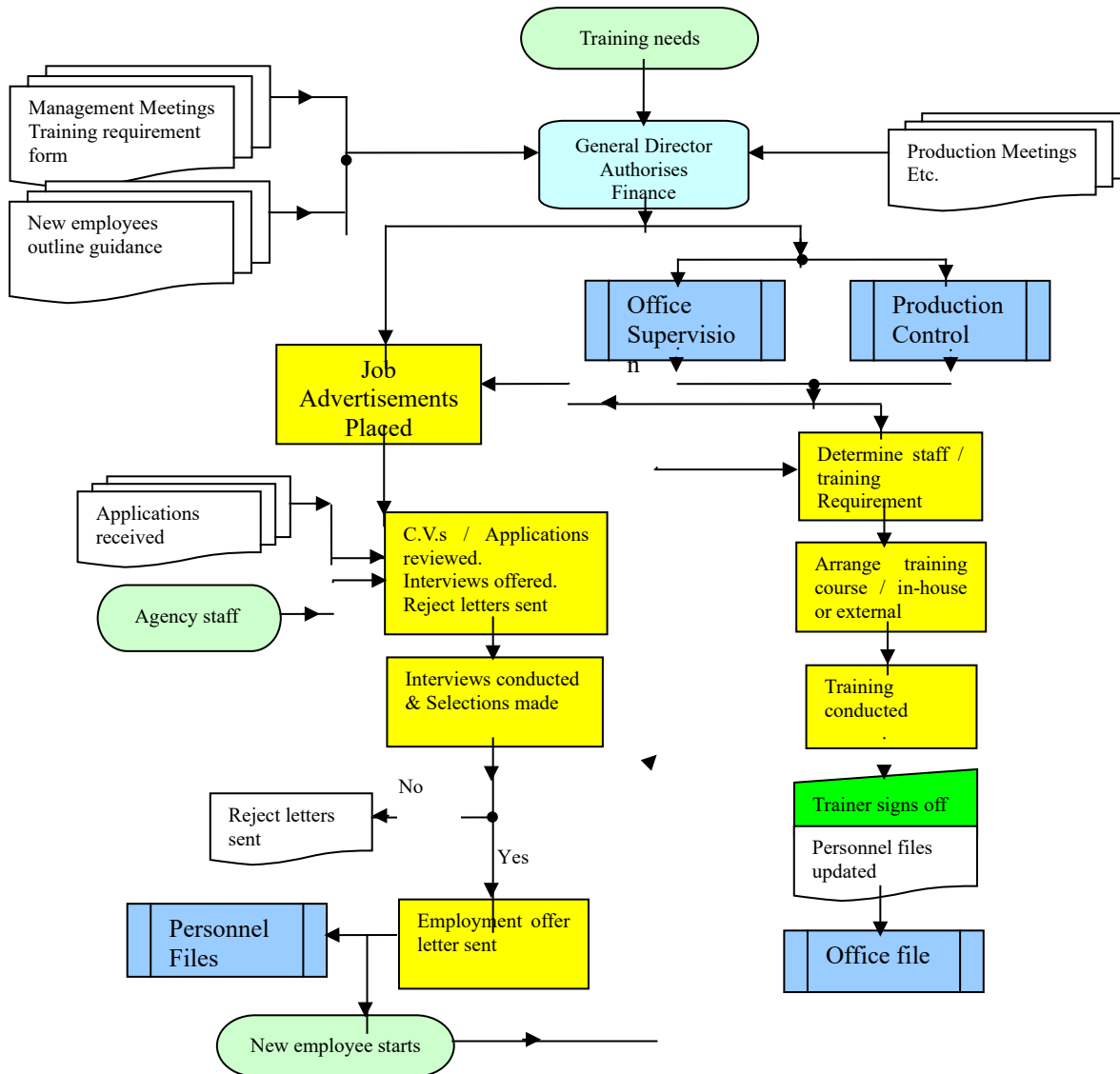
Every member of staff is expected to help in the training of new members of staff. If someone new comes in to your areas then it is expected you will treat them with respect and support.

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



Responsibility
General Director
Additional Personnel
Board of Directors
Documentation
Minutes
Information
Resource needs can be identified from any source within the company