

## **MSN ENGINEERING HEALTH AND SAFETY POLICY**

### **Purpose**

The goal of the training standard is to ensure that all workers requiring health and safety training in order to complete their duties safely are provided with that training.

The success of a comprehensive health and safety program depends heavily on each worker having all the—knowledge and skills necessary to do his/her job safely. In addition, there are certain legal requirements imposed on individuals, supervisors and the company by the *Occupational health and Safety Rules* and Regulations of Factories Ordinance in Sri Lanka.

Each worker training and development program should be based on a education and training needs assessment.

### **Scope**

This policy applies to all workplace parties

### **Policy**

It is the policy of the organization that all management and workers receive health and safety training required for their job position. Workers also include student workers, supplied labor and contract workers. Induction training will be provided to newly hired workers and management, those that have transferred internally from one job to another and also those who have been promoted from workers to management. The organization will also provide ongoing health and safety training for workers and management. A training needs assessment will be conducted by management in

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consultation with the recourse persons within the company as well as hired resources persons to ensure the appropriate training is identified and delivered to workplace parties. All training content and training will be documented and maintained. All workplace parties are required to comply with the policy and procedure of Sri Lankan law.

## Definitions

**Training:** Refers to education and skills programs approved by the organization and given in a training course format in classroom, onsite or offsite or on line by a competent person(s) e.g. qualified trainers or supervisors or training providers or experts in a specific field.

## Roles and Responsibilities

### Employer:

- Provide the resources to develop, implement and maintain an effective health and safety training program
- Assign responsibilities for training coordination to competent management (e.g. orientation and other training)
- Ensure that selected supervisors and trainers are competent to perform the required training
- Ensure that a training needs assessment process is in place to determine the health and safety training required for management and workers annually

**Supervisor:**

- Ensure adequate resources for specific worker training
- Ensure that a worker has all the skill(s) needed to protect their health and safety before the worker is assigned to a task or job.
- Conduct a health and safety training needs assessment in consultation with the health and safety experts within the industry.
- Develop a training matrix for the staff under their authority including time frames for completion
  - Coordinate and ensure the delivery of safety induction and training to new, transferred or newly promoted worker to site/division.
  - Assess those workers off work for extended periods and determine whether further training or re-training is required
  - Ensure all workers attend their assigned training sessions
  - Ensure workers comply with policies, procedures, safe work practices and safe operating procedures

**Worker:**

- Apply himself/herself in developing the skills and knowledge necessary to do the job safely, to meet the organization's objectives, and to fulfill the requirements of the *Occupational Health and Safety Rules and Regulations*.
- Every worker must be made aware and should be aware of his/her skill limitations and not undertake any job for which might endanger his/her or another worker's health or safety.
- Attend training session and sign training records
- Comply with the OHS and regulations, policies, procedures, safe work practices and safe operating procedures and report hazards to the supervisor.



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## Health & Safety Training

### **1. Training Needs Assessment**

Training needs will be identified through a review of the job hazard analysis procedures, accident investigations, injury analysis data, worker surveys and supervisor recommendations.

The management will get the feedback through the review and organized training programs to improve the identified gaps of Health and safety.

The recourse person within the company or Health and Safety experts from government body will conduct these training sessions.

### **Training Records and Documentation**

Training records will be documented and include:

- Title of training program
- Date of training
- Instructors name
- Worker signature unless special electronic verification systems are in place e.g. use of worker unique identifiers
- Location of the training e.g. classroom, online
- Outcome of the training

## **Evaluation**

This policy will be evaluated annually by senior management in consultation with the OHAS expert. Upon consideration of recommendations, quality improvements will be implemented as required.

Supervisors and managers will audit their training matrices at least annually to ensure all workers under their authority have completed the necessary health and safety training. Evaluations of the training completeness and compliance will be part of the worker performance evaluation process. Supervisors and managers will update the training matrices annually based on the annual needs assessment.

Management coordinating training programs will least annually review the overall effectiveness of training program content and delivery methods in light of changes in legislation and standards, best and leading industry practices and feedback from participants and worker performance etc. Based on the review and training program recommendations, quality improvements will be made in consultation with OHAS experts.

## **Communication**

This standard will be communicated to all workers during orientation training.

This standard will be made available to all staff in the health and safety manual.