

## 2014 Training Report

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### Targets

	Target	Actual
Inductions	100%	100%
All training	80%	100%

Training type	Planned	Completed	Comments
Manual Handling (tablet)	68	72	4 new starters
Inductions	4	4	
Fire Awareness (tablet)	68	72	
First Aid	12	11	One employee declined
B.I.T.	34	52	Additional cohort
NPI quality standards	12	12	

### Business Improvement Teams (BIT Teams)

Following on from the BIT projects completed by LEAD training, Swish has set up an internal BIT process championed by our Continuous Improvement Engineer, Mike Gommersall.

BIT projects completed in 2014 included:-

- Improving the order picking process
- On-line machine maintenance programmes
- Polythene storage 5S
- Sawdust extraction improvements

## Training Plans 2015

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Training type	Planned	Completed	Comments
Energy awareness (tablet)	72		New energy awareness information and testing package instituted as part of ISO50001
Inductions	All		All inductions as required through the year
Fire Marshall	12		
Technician Operator	4		
Mixing Plant Operator	1		
FLT/Combi refresher	6		

### **BIT Teams 2015**

In 2015 we have already seen the successful completion of an on-line embossing project, delivered in 8 weeks from inception to commissioning.

The current programme plans for a new project to be launched each month as a previous one is completed. Each project involves around 8 employees from different Departments.

### **Suggestion Scheme**

Swish successfully launched an Employee Suggestion Scheme in 2014.

In the first year, 48 suggestions were received many of which were implemented, including:-

- Implementation of an electronic payslip system
- Method of recycling of previously landfilled material
- Coloured material handling system preventing contamination
- Tool storage, identification and management improvements
- Recycling of heat from compressors to supplement central heating system