

SHEQ Training Report for 2019 & 2020 Plan

Training Type	Comments	Training Completed in 2019	Training Planned for 2020
Employee Induction Pack	Reviewed and Updated Induction Pack tailored to Extrusion and rolled out to not only New Employees but all 4 existing Extrusion Teams	New Employees Inducted using the Induction pack on an ad hoc basis	Departmentally Relevant Induction packs to be Reviewed, Updated and then cascaded down to the Warehouse and Mould Shop Teams
Mobile Elevated Work Platform Training (MEWP)	Improving Safety and reducing Risk negating the use of steps/ladders	No Training conducted	8 Swish employees to be trained to operate Vertical Lift and Mobile Boom MEWP's to assist Stock Taking and Safe Access for Maintenance
Train the Trainer	Following Kelvin Purchase achieving Level 3 Award In Education and Training Qualification, he coordinated an AE&T course for a further 10 Trainers for BCD	10 Qualified Trainers successfully completed AE&T Level 3, spread across the Epwin Building Components Division (BCD)	Potential for a further 10 Trainers to achieve Level 3 AE&T to assist developing learning across the BCD workforce
FLT, CombiLift & WR4/PPT Picking truck Refresher Training by KP	Due to the In-house Training Facilitator and Instructor, refresher training has increased, become more thorough - with a view to become more frequent for existing operators	49 Material Handling Equipment (MHE) Refreshers undertaken across BCD, accumulating expected figures	Planning to utilise available trainers to increase frequency of MHE refresher training, reducing peaks and troughs in knowledge, and increasing awareness
MHE Novice Training for FLT, CombiLift and Pick Trucks by KP	Due to the In-house Training Facilitator and Instructor, Novice training has increased - making the workforce more versatile, effective & efficient	48 Novice MHE Training courses facilitated	21 MHE Novice and Conversion courses completed across BCD in Jan & Feb '20 - Further training on an ad hoc basis for 2020 cross training skills throughout BCD
Lift Truck Competency Assessments	To show a greater diligence the SHEQ team perform Competency Observations whilst operators are using MHE 'On the Job' and coach where necessary.	82 MHE Competency Assessments performed which had a solid impact on reducing incidents with a strong focus on safe operation	Competency Assessments will be ongoing, using the opportunity to coach operators and showing a constant Training presence on the shop floor
First Aid In House Trainer	In-house Trainer Level 3 In Education and Training, followed by a First Aid Trainer Qualification to facilitate training for our First Aid needs at Swish BP - Assisted by Kelvin to develop the training and delivery package	8 First Aiders retrained by the In-house First Aid at Work Trainer	Planned upskilling of existing trainers to become First Aid Trainer Trained, enabling us to facilitate First Aid Training across BCD on all sites
Apprentices	Developing our plan to grow our own skilled workforce	3 Apprentices are now in their second year of their Engineering Apprenticeship, also we have a Warehousing & Logistics Apprentice in his first year	This year a Continuous Improvement Apprentice - also a Transport and Logistics Apprentice will be appointed this year
Lean Six Sigma Training	Warehouse Management and Supervisory Team qualified In various Belts of Six Sigma	Manager and Supervisor achieving a Black & Green Belt respectively in Six Sigma	Further Six Sigma Training is planned for this year to fortify tools and techniques used to act upon business data
Team Leader Training	Warehouse Team Leaders and their 2.I.C.'s began their education towards a Diploma In Warehouse Management Qualification	8 delegates, Began course in last quarter of 2018 and into 2019	Continuing throughout 2020 and into 2021
Distribution SOP's reviewed and process mapped out, then re-written	Areas of improvement and gaps in training have been identified and are being reacted upon	We have completed a high level process flow of the business to highlight the areas that need SOP & Risk Assessment reviews	Creating process flows for each activity, in each department to highlight processes, then formulating new Standard Operating Procedures that include links to our internal and external industry standards
Manual Handling Training	Manual Handling Training is delivered to all new employees as part of their Induction Training Day	15 Manual Handling Techniques Sessions held	Currently formulating a plan to bring Manual Handling Trainer, Training in-house - vastly improving diligence, whilst cutting external training costs dramatically
NVQ In Business Improvement Techniques	One Employee completing a Level 3 in Business Improvement Techniques and 2 others planned for Level 2 NVQ	Continuous Improvement Lead completing a Level 3 NVQ	Business Improvement Techniques Level 2 NVQ for our SHEQ Technicians also CI Lead will be potentially moving up to NVQ Level 4
Introduction of 5s methodology	Used to establish efficient & safe environment to improve quality, cost and delivery	Strategy for the delivery of 5s methodology planned out for delivery in 2020	Workshops being delivered throughout the year by the Continual Improvement Lead
Safety, Health & Environment Training	Kelvin Purchase will be embarking upon a 24 month program to become Safety, Health & Environment Technician level 3 Standard Qualified - allowing SHE competence and compliance	Planned 2019	Course will commence imminently