

JOB-SPECIFIC TRAINING

Your Practical Guide



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Introduction

All your employees need to be informed of the dangers associated with their job and trained in the precautions to be taken.

Systematic training enables them to quickly acquire the habits of working and thinking which will enable them to carry out quality work efficiently and safely.

Maintenance staff are particularly at risk as more than 20% of all fatal accidents occur during maintenance. They will need a wide range of competences relating to permit to work systems, safe use of equipment, safe troubleshooting etc, and they are likely to be ranked high on any list of priorities for training.

Job analysis

The first stage in job specific training is to undertake a job analysis exercise. This process breaks the job down into its constituent stages. The 'key points' that everyone should follow in order to perform the task to the necessary standard are identified against each stage. This means that the breakdown should clarify both general and particular safety points to which attention must be paid – these are the 'key points' to be covered by training.

This kind of job breakdown should be prepared by department heads or supervisors in charge of the work, assisted by the person in your company who is responsible for training and/or a safety adviser as necessary.

The object is to help employees to become more aware of the hazards they should guard against, and to provide the necessary background for any specific instructions that may have to be given.

Procedures

You will need to draw up a number of statements of what needs to be done, and how well it needs to be done. These statements must be closely related to the equipment and substances used and the work methods adopted. Everyone must be clear about the legal and company standards of protection they should adopt. The statements should include procedures for dealing with both general and exceptional hazards.

Training Programmes

The outcome of your job analysis should be job-specific training sheets, built into a manual that defines the content of the training programme and highlights the safety points that should be brought out by the trainers.

For example, managers' competences should include:

- ability to implement a company health and safety policy
- ability to assess the company's health and safety performance
- knowledge of legal requirements
- knowledge of the scope of relevant safety or health standards
- knowledge of the causes of accidents and their costs
- ability to lead by personal example
- recognition of the training needs of their employees.

Directors, senior managers, and department heads also need broad competences, for example in the following areas:

- the hierarchy of risk controls, e.g. elimination of risk, substitution of risk (of the hazardous for the less hazardous), enclosure of risk, control of risk, systems of work, personal protective equipment
- risk assessment within your company and its premises
- accidents: investigation; typical causes; importance of near misses; reporting procedure
- legal requirements
- monitoring of standards
- encouragement by personal example
- operation of the safety committee
- training
- sources of further information and advice.

Retraining

Employees should be re-trained on a regular basis to reinforce particular safety issues, and additionally whenever there are changes in work activities, processes, equipment or the law.

You should also review training needs when staff and employees are moved to different jobs or when accidents, near misses or workplace inspections indicate that standards are inadequate.

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