



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for staff Training

(Clare)

Procedure No. 107

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INTRODUCTION

The procedure details the system in place for planning, recording and monitoring staff training in Estates – Clare.

Scope

Staff Training in Estates - Clare

Responsibility

Estates – Clare

PROCEDURE

1. Ensure that all staff are familiar with Health & Safety requirements in the workplace.
2. Hold regular Health & Safety meetings with staff and advise them on issues such as the importance of preventative measures such as wearing personal protective gear.
3. Foremen attend training which is relevant to premises under their remit on behalf of Technical Services such as HACCP, Health & Safety & Hygiene Meetings and ensure that staff under their responsibility are brought up to speed to ensure we are compliant.
4. There is a designated Health & Safety Representative within Clare Estates Dept who is responsible for ensuring staff are compliant with Health & Safety requirements and to identify areas of risk and recommend training where appropriate.
5. All new staff to receive induction training and Fas Safe Pass & Manual Handling Training as a minimum.
6. Staff training requirements are reviewed on an ongoing basis and where deficiencies are identified training is arranged.
7. As new training courses come on stream via Niamh Mooney / Bernard Lennon etc staff requirements are again reviewed and if it is felt that courses / training would be beneficial