



MineworksGroup

STAFF TRAINING and DEVELOPMENT POLICY

OBJECTIVES

- ❖ Our employees have the knowledge, skills & competencies to perform their duties safely & efficiently.
- ❖ Encouragement of our employees to continuously develop and improve their skills and capacities.
- ❖ Compliance with the training and competency requirements of the Mines Safety & Inspection Act.

SUPERVISORS WILL:

- ❖ Work with each employee to create their training needs analysis and arrange time off if required.
- ❖ Establish performance indicators to measure training outcomes.
- ❖ Ensure employees are correctly inducted into the company workforce.

EMPLOYEES WILL:

- ❖ Monitor their competency in activities of their present role and report shortcomings to supervisors.
- ❖ Apply skills acquired from training courses, particularly those relating to OH&S matters.
- ❖ Participate actively in the development of individual training plans.
- ❖ Provide feedback to the supervisor regarding the outcomes of training.

STRUCTURED TRAINING COURSES

- ❖ Mineworks Group will allow the employee time off to attend course requirements and will pay course fees associated with the structured training program.
- ❖ In recognition that the training undertaken by staff will also directly benefit the staff member by enhancing job security, employability and safety an employee participating in a structured training program shall not make claim for additional hours of pay if the additional time does not exceed 2 hrs.
- ❖ Mineworks Group will meet the cost of a reasonable standard of accommodation and meals for employees required to stay overnight to a maximum of \$200 per night.

INDUCTIONS

- ❖ New Mineworks Group employees are required to complete the mandatory parts of the company's General Safety Induction program before commencement formal work duties.
- ❖ Employees will participate in site inductions as required by the site owner or operator.
- ❖ Employees that operate plant will have inductions by the Plant Foreman or a competent person.

POLICY DEVELOPMENT, DISSEMINATION AND REVIEW

This Policy has been developed in consultation with nominated staff representatives and will be reviewed annually and amended as deemed necessary. It is provided to all staff upon induction and other parties on request. It will be prominently displayed in the workplace.

Authority: John Gallop, Managing Director

Signed:

Managed by: Staff Training and Development

Review by: Group HR Manager

Review date: before 30 Dec 2011