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## **TRAINING AND DEVELOPMENT POLICY**

It is the aim of CDJ Engineering and Consultancy Services to maintain a high standard of production in a safe working environment, implementing skills and knowledge attained and reinforced through continuous and ongoing training for all employees.

CDJ Engineering has a moral and legal obligation to ensure that instruction, training and assessment are provided to all levels of our work force.

Our supervisors are the focal point of the operation and have a major influence on the safety and training efficiency of the organization. We will take a coordinated approach, with the sharing of information between all levels of management enabling a proactive and practical approach to all training needs.

For all employees engaged in performing our work, the emphasis shall be on competency based skills training and assessment, involving internal and external accredited providers to where applicable the National Competency Standards.

In addition and where applicable, all employees will receive training in the following areas:

- Induction;
- First Aid;
- Occupational Health and Safety;
- Emergency Evacuation;
- Hazard identification and Rectification; and
- Safe Work Practices and Procedures.

CDJ Engineering will achieve success through the effective utilization of competent and trained employees.

This policy shall be reviewed at regular and planned intervals.

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27 May 2013