



**Consolidated Construction Consortium Ltd**

PROCEDURE NO. : **CSP- 4.4.2**

**PROCEDURE FOR COMPETENCE  
TRAINING AND AWARENESS**

REV.NO. 0

DATE: 16-04-2008

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**PROCEDURE FOR COMPETENCE  
TRAINING AND AWARENESS**

0	16-04-2008	First issue

REV. NO.

DATE

BRIEF RECORD OF REVISIONS

PREPARED BY : HEAD - HSE

SIGNATURE

NAME

: S N NARAYANAN

APPROVED BY : DIRECTOR (OPERATIONS)

SIGNATURE

NAME

: V G JANARTHANAM

**1.0 OBJECTIVE**

- i) To determine the competency for the people to performance work affecting Health, Safety & Environment.
- ii) To organize training and take other initiatives to bridge the competency gaps.
- iii) To provide awareness on HSE management system requirements.

**2.0 SCOPE**

This procedure covers all activities performed at project sites and offices.

**3.0 RESPONSIBILITY**

As defined in the procedure.

**4.0 PROCEDURE****4.1 Determination of Competency requirements****4.1.1 PM/SE to define the competency requirements for**

- a) personal performing tasks which can cause environmental impact and
- b) personal performing tasks which may have impact directly or indirectly on Health & Safety in the work place

The competency is assessed based on the qualification, experience, training, technical expertise, managerial / supervisory skills and various soft skills required to perform in a manner that meets the requirements of HSE management system.

**4.1.2 PM / SE to ensure that these competency requirements are met in terms of qualification & experience, technical expertise, managerial / supervisory skills and various soft skills at the time of out - sourcing any site work / activity.****4.2 Identification of Training needs****4.2.1 While identifying the training needs, the following to be considered**



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- a) The significant impacts / risks (actual or potential) of their activities and the benefit of improved Health, Safety and Environmental performance
- b) their roles and responsibilities in achieving the conformance with procedures including the emergency preparedness and response requirements
- c) the awareness on OCPs
- d) the consequence of departure from specified operating parameters

**4.2.2 Developing Training - plan**

- i) PCs/PM/HODs to identify the competency gaps in the personnel operating at Office/sites and inform the same to Head - HRD.
- ii) Head - HSE develops a training plan based on the gaps identified in the competencies of employees placed at Head Office and sites.
- iii) Project Manager to identify competency gaps of other site personnel and develop suitable training plan in coordination with SE/SS based on the activities required to be performed at site.

**4.3 Training**

4.3.1 Head - HSE management to organize the training as per the training plan and maintain training records.

4.3.2 PM / SE / SS to organise the training for other site personnel at site and maintain training records.

4.3.3 The programmes to be conducted either in English or in the local language or in the language understood by the employees.

4.3.4 The feedback on the training from the respective participants is to be collected immediately after the training to evaluate the effectiveness of training conducted. Some of the key training courses are:

SI No.	Area/ Topic	Personnel to be Trained
A	Advanced HSE Management System Course	Core Group Members
B	Internal Auditor Course related to HSE Management System	Core and Select Task Force members
C	Awareness on HSE Management System Course	Support Task Force Members
D	Awareness on HSE Management System	All employees & contractors



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E	Awareness of HSE Policy & Objectives	All employees & contractors
F	Familiarity to Hazard identification, risk assessment and risk control methods	All Safety Committee members and Safety Stewards, who in turn percolate to workmen

#### **4.4 Awareness**

4.4.1 Head - HSE to provide necessary material such as, posters, booklets, information (in English/Hindi/ local language) relating to :

- a) importance of conformance to HSE policy, procedures and the requirements of HSE management system
- b) the consequences (actual / potential) of the work activities
- c) the benefits of improved personnel performance
- d) the roles and responsibilities in achieving conformance to the HSE management system requirements
- e) the potential consequences of departure from the specified operating procedures

4.4.2 PM/SE to organize HSE - campaigns such as safety quiz, workshops etc. at site.

4.4.3 Head - HSE to organize HSE - campaigns such as celebration of safety week, evaluation and selection of best safety performed project site, etc., annually at corporate level.