



Employee Training Policy

To comply with Section 8(g), Section 10 and Section 13 of the Safety, Health & Welfare at Work Act 2005, it is our policy to provide training for employees in the following circumstances:

- On commencement of employment
- In the event of a transfer/change of tasks assigned
- Introducing new work equipment, work systems, or existing equipment/systems changes.

All training courses are subdivided into two specific categories – "Mandatory" and "Elective". A "Mandatory" Course is deemed necessary for a person to carry out a task safely or in a prescribed manner. An "Elective" Course is considered to improve the specific skill sets needed to complete a task safely or in the prescribed manner.

The following Training Courses are deemed "Mandatory":

- Instaspace Modular Company Induction & Orientation
- Manual Handling
- Safepass (Site Specific)

The following courses are deemed "Elective."

This is a non-exhaustive list and will be amended as required.

- Forklift Truck Driving
- Location of Underground Services (LUGS)
- Abrasive Wheels
- Health & Safety at Roadworks
- First Aid Responder
- Managing Safety in Construction (IOSH) – Management Team

This is a non-exhaustive list and will be amended as required.

The Health & Safety Administrator jointly manages all staff training records with the Safety Working Group. Instaspace Modular will maintain Training Records and will contain the following information:

- Date of instruction or exercise;
- Name of instructor;
- Name of person receiving instruction;
- Nature and content of instruction.

Instaspace Modular provides a range of Tool Box Talks for employees, and attendance at all Tool Box Talks is mandatory.

Contractors will be required to complete Tool Box Talks for employees and confirm that training has been completed. Records of training are maintained on the Project Safety File.

A handwritten signature in black ink, appearing to read "Jason Torris", written over a horizontal line.

Jason Torris

Operations Manager