

TRAINING, COMPETENCE AND INDUCTION ARRANGEMENTS

ARRANGEMENT — EMPLOYER FILE

How this business decides who is competent, trains them, inducts them and keeps the records

KD-HSA-TC-004 Rev A0

HSWA 1974 s.2(2)(c): the information, instruction, training and supervision needed; MHSWR 1999 reg 13: capabilities considered when work is given, and training on recruitment, on a change of work or equipment, and repeated where needed; CDM 2015 reg 8: everyone appointed has the skills, knowledge and experience, and the organisational capability, for the work, and reg 13(4)(a) the site induction. The assessor looks for a training matrix with real card numbers and expiry dates, an induction record, evidence that toolbox talks happen, and the qualification of the person who manages health and safety. The matrix is KD-SITE-TC-004, the induction record KD-CDM-IN-009, the induction register KD-SITE-IR-003, the talks the KD-TBT range.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

HOW TRAINING NEEDS ARE DECIDED

INDUCTION

REFRESHERS, TOOLBOX TALKS AND BRIEFINGS

HOW RECORDS ARE KEPT AND CHECKED

HEALTH AND SAFETY TRAINING OF THE PERSON WHO MANAGES IT

DIRECTOR-LEVEL HEALTH AND SAFETY TRAINING

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Training and competence matrix with expiry dates — KD-SITE-TC-004
- ☐ Copies of cards and certificates, seen against the originals
- ☐ Business induction records, and site induction records — KD-CDM-IN-009, indexed on KD-SITE-IR-003
- ☐ Toolbox talk records with signatures — the KD-TBT range
- ☐ RAMS briefing records — KD-SITE-RB-008
- ☐ New starter and young person checks — KD-SITE-NS-006
- ☐ Competence assessments of the people appointed to roles — KD-CDM-SK-008

WHERE THE RECORDS ARE HELD

KEPT BY

KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.