

Introduction

MIDA Civil Engineering Ltd ensures all staff (both site and office-based) are appropriately trained and competent to enable them to undertake their assigned roles and responsibilities. Where necessary, support and supervision will be provided while the individual gains the necessary experience and competence to fulfil their duties.

Purpose

To ensure all employees and subcontractors have the skills, knowledge, experience and qualifications necessary to perform their duties safely, legally, and efficiently, while supporting professional development and maintaining compliance with industry standards.

Scope

This *policy* applies to all *MIDA Civil Engineering* employees and subcontractors working on construction sites or in office-based roles within the organisation.

Site Personnel Requirements

All site personnel must hold a valid CSCS, CPCS, NPORS (CSCS endorsed), or equivalent trade certification.

Assigned *Site Managers* will hold the *Site Managers Safety Training Scheme (SMSTS)* qualification, while supervisors will hold the *Site Supervisors Safety Training Scheme (SSSTS)* qualification.

In addition to organisational induction training, site personnel will also undertake site specific induction training upon first attendance on site.

Office Personnel Requirements

All office-based staff will receive an induction that covers company procedures, workplace safety, and their job-specific responsibilities.

They may also receive training on relevant systems such as our *Business Management System (BMS)*, document control, communication tools, and software platforms.

Additional specific training in areas such as display screen equipment (DSE), fire safety, and data protection is provided where applicable.

Learning and Development

MIDA Civil Engineering is committed to the ongoing learning and development of all employees.

Opportunities for career progression, skill enhancement, and personal growth will be provided through formal training, mentoring, and access to relevant courses.

Training needs are identified through a training needs analysis, regular performance reviews and feedback sessions to ensure employees are supported in meeting their professional goals.

Training Delivery and Records

Training may be delivered internally, by external providers, or via online platforms.

All formal training is coordinated and recorded by the *Health, Safety, Environment, and Training Coordinator*.

Records will be reviewed regularly to ensure training is current and complete.

Responsibilities

Employees are responsible for attending all scheduled training and maintaining valid certifications as necessary.

Management is responsible for identifying training needs, ensuring delivery, and maintaining records.

HSE Team is responsible for conducting induction training and monitoring competencies and standards via regular auditing and inspections.

The *Health, Safety, Environment and Training Co-ordinator* maintains the training data via the *Skill Guard* portal which forms part of the wide *Causeway* management platform.

Subcontractors are expected to comply with the same training standards as direct employees.

Signed:



Date: 23rd February 2026

James Brown

Regional Managing Director