

Training Type	Comments
Achieving Affiliate Centre Status Training	Working closely with a local reputable training company, The Training Initiative, our trainers have reached the required skill level to become an affiliate training centre of The Training Initiative
Employee Induction Pack Roll Out	Reviewed and updated Induction packs to be rolled out to new and existing employees in Extrusion, Injection Moulding and Warehouse/Distribution depts.
Mobile Elevated Work Platform Training (MEWP)	Improving Safety and reducing Risk negating the use of steps/ladders
Train the Trainer	Following all Swish SHEQ Team members achieving Level 3 Award In Education and Training Qualification, a further course was coordinated an AE&T course for a further 10 Trainers for BCD
FLT, CombiLift & WR4/PPT Picking truck Refresher Training	Due to having the resource of 4 In-house Training Facilitators and MHE Instructors, refresher training has Increased, become more thorough - with a view to become more frequent for existing operators
MHE Novice Training for FLT, CombiLift and WR4 pick trucks	Due to In-house Training Facilitators and Instructors, Novice training has Increased -- enabling the workforce to be more versatile, effective & efficient
Lift Truck Competency Assessments	To show a greater diligence the SHEQ team perform Competency Observations whilst operators are using MHE 'On the Job' and coach where necessary
First Aid In House Trainer	Two In-house Trainers Level 3 AE&T, followed by a First Aid Trainer Qualification to facilitate training for our First Aid needs at Swish BP - also a training and delivery package has been developed
Apprentices & Graduates	Developing our plan to grow our own skilled workforce
Lean Six Sigma Training	Warehouse Management and Supervisory Team qualified in various Belts of Six Sigma
Team Leader Training	Warehouse Team Leaders and their 2.I.C.'s began their education towards a Diploma in Warehouse Management Qualification
Distribution SOP's reviewed and process mapped out, then re-written	Areas of improvement and gaps in training have been identified and are being reacted upon
Overhead Crane Operator Training	As Overhead Crane refresher training is due, we plan to develop a small team of our existing trainers to become Overhead Crane Trainers.
Manual Handling Training	Manual Handling Training is delivered to all new employees as part of their Induction Training Day
Fire Warden Training	Fire Warden training is delivered to facilitate smooth Incident Evacuation

NVQ in Business Improvement Techniques	One Employee completing a Level 3 in Business Improvement Techniques and 2 others planned for Level 2 NVQ
Fortifying 5s methodology	Used to establish efficient & safe environment to improve quality, cost and delivery
Safety, Health, Environment & Quality Training	SHEQ Supervisor progressing through Safety, Health & Environment Technician level 3 Standard - allowing further SHE competence and compliance
Environmental & Energy Awareness Training via the eLoomi portal	An easily accessible learning portal, eLoomi is to be rolled out covering Health & Safety, Environment, Energy, and Employee Inductions.
	

Report for 2023 & 2024 Plan



Training Completed in 2023	Training Planned for 2024
Plans were made throughout 2023 to work towards this goal	By the third quarter of 2024 Swish Building Products will have a new training centre, delivering externally certified training
New Employees Inducted using the Induction pack on an ad hoc basis throughout 2023 with a focus on Quality, H&S, Environment/Energy & Sustainability	Departmentally relevant Induction packs to be reviewed and updated to the Extrusion, Warehouse and Injection Moulding
4 Swish employees have been trained to operate Vertical Lift and Mobile Boom MEWP's to assist Stock Taking and Safe Access for Maintenance	A further 4 employees are planned for 2024
10 Qualified Trainers successfully completed AE&T Level 3, spread across the Epwin Building Components Division (BCD)	An additional 10 Trainers (2 further SHEQ Team members) to be trained to assist developing learning across the BCD
44 Material Handling Equipment (MHE) Refreshers undertaken, accumulating expected figures in 2023	Planning to utilise available trainers to increase frequency of refreshers, reducing peaks and troughs in knowledge, and increasing overall competence
14 Novice MHE Training courses facilitated	14 MHE Novice and Conversion courses completed across all shifts. Further training on an ad hoc basis for 2024 cross-shift training
MHE Competency Assessments reviewed to have a solid impact on reducing incidents with a strong focus on safe operation	Competency Assessments will be ongoing, using the old and new methods, showing a constant Training presence on the floor
13 First Aiders retrained by the In-house First Aid at Work Trainers in 2023	Novice First Aid at Work level III will be trained through external providers across all shifts and departments
Two engineering apprentices have qualified in 2023, and now are specialising in Toolmaking and Computer Aided Design. 8 graduates in various departments have been appointed in 2023 to ensure a bright future for Swish	The SHEQ apprentice is now in his final year in 2023
Manager and Supervisor achieving a Black & Yellow/Green Belt respectively in Six Sigma	Further Six Sigma Training is planned for this year to focus on process improvement upon business data
All 8 delegates achieved this qualification in 2023	Further development planned for 2024
We have completed a high level process flow of the business to highlight the areas that need SOP & Risk Assessment reviews in 2023	Creating process flows for each activity, in each department, to ensure compliance with external Industry standards
We now have three in-house Sling & Crane Trainers at Swish BP	An Overhead Crane Train-the-Trainer program is being implemented in 2024
Manual Handling train-the-trainer course gave us 4 new MH trainers in 2023	Over the coming months the SHEQ team plan to refresh training for Swish employees, formulating a strategy to ensure compliance every 24 months.
Fire Warden train-the-trainer course took place in April'23 giving us 4 additional FW trainers	FW TTT is enabling us to hold regular ad hoc refresher training to ensure compliance with risk management strategies

Continuous Improvement Lead completing a Level 3 NVQ, and 2 SHEQ Technicians achieved Level 2 NVQ	Business Improvement Techniques Level 2 NVQ
Strategy for the delivery of 5s methodology planned out for delivery in 2023	Workshops being delivered throughout the year by
SHEQ apprentice achieved NEBOSH certificate in 2023	SHEQ Engineer will achieve NEBOSH
eLoomi rollout began in 2023 covering the initial H&S courses	Pushing forward into 2024 eLoomi course availability for all employees, covering Environment/Energy Awareness



SHEQ

Safety | Health | Environment | Quality

2024

will be become an affiliate training
certified training

is, updated and then cascaded down
to all Shop teams into 2024

planned for 2024

to achieve Level 3 AE&T to
CD workforce in 2024

frequency of MHE refresher training,
increasing awareness in 2024

across Swish departments in 2023 --
training skills throughout Swish

opportunity to coach operators and
the shop floor through 2024

throughout 2024 to increase First Aid care
departments

2024, and will qualify in August

to identify tools and techniques used to act

planned for 2024

document to highlight processes; then
it include links to our internal and
into 2024

delivered by our trainers throughout

with good Manual Handling techniques
that employees are refreshed every

training sessions as part of our fire
strategy

Q for our SHEQ Technicians

the Continual Improvement Lead

certificate in 2024

y will be enhanced to all relevant
ness, and Employee Inductions

