

Health & Safety Certification & Services Ltd

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HSE/ITSSAR National Training Provider No 3:10005

Registered in England No 06991213

Certification, Training & Consultancy Services - Industrial - Construction - Warehousing - Timber - Staff - Supervisory - Management - Policy Formulation

WINCH OPERATOR - INDUSTRIAL (Trailer & Static Mounted)

TRAINING, CERTIFICATION & SERVICES



**A NATIONAL SERVICE with LOCAL TRAINERS
and INDIVIDUAL CARE**

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NATIONAL Coverage with LOCAL Knowledge and INDIVIDUAL care



Industrial Winch Operator Training & Certification Courses

Safe Use Of Trailer &/Or Static Winch			
Description	This course is specifically aimed at trailer and static winch operations. Standard Winches are designed for PULLING, not Lifting! This course is designed under the HASAWA, PUWER, and MHASAWA to instruct users or those who will be using this equipment in the recognised, correct and safe practical applications within standard operating environments. Including safety knowledge of its capabilities and limitations.		
Brief Content	Acts and Regulations	Pre Use Safety Inspection	Availability
	Operator responsibilities.	Care and maintenance of equipment.	UK & European Sites
	Accidents, causes and prevention.	Safe operating practices.	Examinations
	Safe working loads.	Safe Winching of Differing objects	Knowledge & Skills
Winching signals.	Correct techniques relative to the working environment	Certification	HSE Standard
Working on highways	Working off road	Course Style	Knowledge & Skills
Notes	In Company courses tailored to the working environment A Training room and operating area suitable for the number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings. Access to suitable winching equipment and representative loads will be required.		Duration Usually 1Day Dependant upon numbers, equipment type & experience



HSCS Covers the full range of Winching Operations in addition to the Vehicle Mounted Including:-

Manual, Static, Trailer Mounted, Base Mounted, Boom & Crane Mounted, Recovery, Man Riser, Plant Hire, Mast Based and Bespoke.

The content of this document is not exhaustive and we would welcome the opportunity of discussing your individual requirements with you.

Finally I would thank you for this opportunity of introducing ourselves to you, and assure you of our best attention at all times.

John Steel
National Manager



Operator Training Division

HSCS has over 25 years experience of offering plant, operator and instructor training with associated services. Our staff have been instrumental in developing recognised, and adopted, training programmes, safe systems of work, Risk Assessments, manuals for managers, supervisors, operators and trainers. Our Winch instructors and trainers are at the forefront of creating and developing National training courses.



We are a fully Accredited Training Provider (no 3:10005) for both operators and instructors, all HSCS staff delivering Winch training and associated services are fully qualified Tutors, Trainers and Instructors to the recognised standards. In addition to delivering cost effective quality training and services, HSCS specialists staff work closely with the HSE, and accrediting bodies, to design and develop Health & Safety standards and courses, by being part of standards committees, lead bodies and advising HSE inspectors and EHO's.

Our **National Coverage**, is exactly that, from the South of England to the Scotland and from the East Coast to the West of Wales. With instructors, trainers based around the UK we offer a **Local Service** based on fully professional staff, we can therefore ensure clients receive the best possible with quick response times. The approach of a consistent quality service also flexibility needed to react to our clients differing requirements.



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Our clients range from Manufacturers and National Clients to single users and each client is viewed and treated as a unique entity. We believe that each client should receive individual attention and that the services we offer should be aimed at both the legal requirements expected of the client, and the clients need for services that are pertinent and advantageous to their operating environment. Furthermore that these services should be flexible and available at a time to suit the clients operations and requirements, and above all be cost effective.

Clients have individual needs, for example requiring services out of 'normal' hours, HSCS offer a level of **Individual Care** that means if our clients require services to encompass shift work, nights or weekends, we provide it! We also offer bespoke training to a clients particular operating environment, this not only ensures compliance with statutory requirements but also contributes to an overall cost effect service.



Whether you have a single site or a nation wide company our service fees are clear and precise, there are **no hidden extra's**, quotations are fully inclusive of all course materials, travel, expenses, certification, licensing, registrations - in fact everything except vat. **Why not put us to the test**, just call our head office and experience the difference.

The content of this document give full details of the services we offer and we hope we can work with you in the near future.

Once again, thank you for this opportunity of introducing ourselves to you, and assure you of our best attention at all times.

John Steel
National Manager



OPERATOR TRAINING COURSES

HSCS are able to deliver all accredited and approved training courses for Winch operator training and certification at site, ensuring operators are trained on the equipment they are actually going to use, in the working environment they will be operating in.

The most popular operator courses are shown below, in addition, operator courses include conversion (From one Winch type to another), Attachment (specific to the attachment being used), etc.

Specific load handling, supervisor, In House Winch Trainer courses are also available.

In general all courses will include some if not all of the following as appropriate to the course

Acts and Regulations as applicable.	Accidents, causes and prevention.
Operator responsibilities.	Safe working loads.
Winching signals.	Safety Inspections & Reporting
Care and maintenance of equipment.	Risk Assessing/Planning Winch Operations
Weight Estimation, Centres of gravity.	Overload warning devices
Practical applications of the Winch.	Operational Safety Knowledge

Correct Practical Operating techniques relative to the working environment.

The following example course durations are based on a standard approach, we will ensure that each client receives the correct levels of training and certification and where appropriate will adjust the programme for their own operating environment, equipment and attendance levels in the most time and cost effective manner.

Winch Course durations Guide		
These are based on standard basic equipment ie Static or Trailered Winch - The type of Winch operating conditions and load types will vary durations of courses, to discuss your specific requirements, please contact us on 01536 414966		
Course Type	No Of Delegates	Duration
Refresher. <i>Has held recognised Certification issued within the last 5 years and has used a Winch at least once per week, (or has lost certification)</i>	1	½ Day
	2	½ Day
	3	1 Day
	4	1 Day
Experienced Operator <i>(Does Not Hold Certification but has been using a Winch at least twice per week for previous 3 months, or a new member of staff with only in house certification, or who has not used Winch since last certificated)</i>	1	½ Day
	2	½ Day
	3	1 Day
	4	1 Day
Novice Operators <i>(Have never undergone training and has no experience in operating a Winch)</i>	1	1 Day
	2	1 Day
	3	1 Day
	4 or 5	2 Days
Conversion Courses <i>(Have been trained and certificated on one winch type (ie Vehicle), but now needs to use a different winch type(ie Man Lift).</i>	1	½ Day
	2	½ Day
	3	1 Day
	4	1 Day
The above assumes multiple delegates attend together Refresher delegates must produce recognised certification dates within 5 years The above is a guide only and delegates must pass the recognised examinations to achieve certification Access to the winching equipment and its normal operating environment will be required with representative winch conditions and loading type. A room or office for the number of delegates fitted with a 13amp, 230 volt, 3 pin electrical socket will be required. For remote site working (Forestry etc) HSCS will supply portable training resources (Laptop / DVD etc).		



COURSE DOCUMENTATION

All Winch operator training courses will carry with them the following documentation as a **minimum**. Copies of the candidate & course report and pre op check sheet are sent to our clients as a matter of course. These will carry all the information required by HSE, EHO's insurance companies etc, however If clients wish we can send copies of all course documentation.



Operators Manual, this will give the operator an insight into the safe operating practices for the type of equipment candidates are being trained on. Typically this will include chapters on Aims of The course, Operators Responsibilities, PPE, Accident causation, Basic Components, Capacities, Stability, SWL, WLL, Basic Maintenance, Daily Operational Checks, Signals, Safe Operating Practices, etc etc

For larger users this operators manual can incorporate the client companies own logos, policies, safe systems of work, risk assessments, example company documentation etc.

Candidate And Course Assessment Sheet, this key document records the training undertaken, the machine used, the candidates details, the companies details, the skills and knowledge examinations outcome, the level of certification, the instructors registration number, specialist applications and the candidates register number.

The details on this document meet (and exceed) the requirements for clients to correctly record the training as per the MHASAWA, PUWER, LOLER etc. This documentation will form an integral part of your authorisation process for successful candidates.

Practical Skills Test Sheet, this records the candidates performance of the practical examination. This examination is as set out by the accrediting bodies recognised by the Health & Safety Commission as competent to accredit and monitor organisations which train instructors and/or train, test and certificate operators. Any poor operating practices are recorded on a scale of 1 to 5 points for each infringement. An operator must be able to complete the practical examination with 40 'penalty points' or less to achieve certification.

Theoretical Examination Test Sheet, this records the candidates answers to the knowledge questions associated with the safe operating practices and working knowledge required to safely operate the Winch for which training has been administered. Again this knowledge test is as laid down by accrediting bodies. This document and the practical skills test sheet can be used to confirm an operators knowledge and ability, and can be instrumental in any litigation or accident investigation situations throughout the operators working life.

Plant Pre Operational Check Sheet,

This is the record of the third examination element relating to Winch Operation. If a client company have their own check sheet and system in place then we will use that rather than our own.

Whilst accredited training has always included the pre operational safety checks, it is only recently that this element of training has been a required examination.

Where a client company do not have a set system in place, our trainers will advise as to the most appropriate check sheet and the applied system of recording.



EXAMINATION STANDARDS



These standards have been developed over a number of years to meet and exceed the training requirements as laid down by HSE regulatory requirements, and have been adopted as a means of ensuring national, uniform standards for the examination of winch operators skills and safety knowledge. Continuous assessment of an operators' progression will naturally be undertaken during training by instructors.

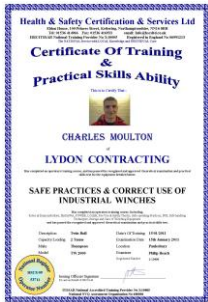
The test will only be administered by approved HSCS trainers, instructor/examiner and in accordance with the Health & Safety Commission/Executive Approved guidance MHASAWA, PUWER, etc.

Candidates must attain pass levels in all three examinations (Practical, Knowledge & Pre Operational Checks) to receive Certification.

By applying these standards and utilising the course documentation and issuing compliant training records, HSCS assist you in meeting HSE, and Insurance requirements whilst minimising litigation opportunities.

CERTIFICATION

Certification will be issued to candidates who can demonstrate the required levels of skill, safety and knowledge. The certification issued is that referred to in the HSE Acop.



Operators Certificate, (A4) this gives the required details of the operators training dates, the venue, the truck type, the bita group, any attachments, the client company, the operators registered number, the registered trainer / instructor / examiner name and registered number, the training provider (HSCS) their address and contact details.

As can be seen this is a positive identification document that carries the registered operators photograph. This certificate is also signed by the training providers authorised signatory and then laminated to avoid tampering and / or fraudulent use.

Positive ID Card, this is issued in addition to the certificate. Where certification will be held in the personnel department, or training record files, the ID card is credit card sized and is designed for the operator to carry at all times. The card details the machines the candidate has been certificated on, and again carries relevant details of training etc.



This particular ID is open for a maximum five years (HSE recommend 3 year refresher). Or can be optional as per the clients requirements, the ID can also double as the ATO for the host company and can be limited to that company if required. Standard issue certification and ID cards carry a maximum 5 year validity.



Temporary Pass Notification, due to the accreditation process, quality systems and the registration process of operators, it can take up to two weeks for certification to be forwarded to clients, HSCS recognise that clients and operators often need to be able to operate the plant as soon as they have achieved certification (subject to the client issuing an authorisation), we have therefore introduced the temporary pass notification, this demonstrates achievement and also lists contact numbers for HSE or EHO's should they visit sites / premises between achievement and certification being in place. We can include a clients authority to operate within this document if required. The temporary pass notification is duration limited to 14 days from issue.



What's Included

Training and certification courses are carried out at your designated mainland UK site/s and include all the above as well as all travel and expenses. **Why pay a mileage fee just because your location does not coincide with your training providers?** As long as the course / service is held on the UK mainland, all travel and expenses are included in course fees, any expenses incurred for non mainland training are charged at cost.

What Facilities Do We Require

A suitable room/office/area to administer course documentation, knowledge sessions and safety test with a 13amp 3 pin 230v power supply, the Winch, representative loads, associated equipment (as appropriate) all in a safe condition and compliant to regulatory requirements. Finally a practical area for the training and practicing of operational techniques and practical examination. HSCS will supply all course documentation, training DVD's course manuals and even a portable DVD player or laptop/projector as appropriate.

Post Course

HSCS believe in offering a full and complete service that does not stop once we have issued certification. We offer full telephone, fax and email support that backs up the training courses and acts as an advisory service for clients with queries regarding any aspect of materials handling. We also offer free support in relation to our training and standards should you have any incidents with operators or queries from EHO's or HSE inspectors

ADDITIONAL BENEFITS Subject to usage levels we offer the following 'added value' elements

All Clients

- Certification incorporating company logos (If supplied).**
- Issuing pass notifications until certification is received.**
- Single contact training request placement**
- Certificate validation / advisory service**
- Telephone / email advisory service**
- Creation of bespoke training courses**

Larger Users

- Materials Handling Equipment Specification Service**
- Dedicated client email address**
- Inclusion of clients procedures and policies in operator manuals & training**
- Issue of clients permits to operate**

ASSOCIATED COURSES

HSCS offer a wide range of Health & Safety training, certification and consultancy services, many of which compliment Winch operator training, these include:

- Materials Handling Awareness (Managers & Supervisors)
- Employee Health & Safety Awareness
- First Aid (Appointed Person)
- Manual Handling (Including Instructor)
- Materials Handling Risk Assessment
- PUWER & LOLER Management & Supervisory Awareness
- Winch Instructor / Examiner (National & In House)
- Accident Investigation

The above is a small selection of the courses and services we offer, for details regarding any aspect of Health & Safety training or consultancy services please contact our Head Office (01536 414966)

We thank you for allowing us this opportunity of introducing ourselves to you, and would very much like to prove to you that we can offer a service that not only meets legislative requirements, but also offers a genuine way forward to cost effective quality training and services that contribute to the overall benefit of your company, employees and clients.

John Steel
National Manager

