

Training record

Name of company _____

Name of employee _____

Name of supervisor _____

Instructions to supervisor

The employee and supervisor should sign each area of training listed below as it is completed. The manager responsible should endorse the record and ensure that a copy is retained on file.

| | Date completed | Employee's signature | Supervisor's signature |
|--|----------------|----------------------|------------------------|
| 1 General responsibilities | _____ | _____ | _____ |
| 2 Accident reporting and recording | _____ | _____ | _____ |
| 3 Health and welfare | _____ | _____ | _____ |
| 4 First aid and emergency procedures | _____ | _____ | _____ |
| 5 Personal protective equipment | _____ | _____ | _____ |
| 6 Asbestos | _____ | _____ | _____ |
| 7 Dust and fumes (Respiratory hazards) | _____ | _____ | _____ |
| 8 Noise and vibration | _____ | _____ | _____ |
| 9 Hazardous substances | _____ | _____ | _____ |

Training record *continued*

| | Date completed | Employee's signature | Supervisor's signature |
|---|----------------|----------------------|------------------------|
| 10 Manual handling | _____ | _____ | _____ |
| 11 Safety signs | _____ | _____ | _____ |
| 12 Fire prevention and control | _____ | _____ | _____ |
| 13 Electrical safety | _____ | _____ | _____ |
| 14 Work equipment and hand-held tools | _____ | _____ | _____ |
| 15 Mobile work equipment | _____ | _____ | _____ |
| 16 Lifting operations and equipment | _____ | _____ | _____ |
| 17 Working at height | _____ | _____ | _____ |
| 18 Excavations | _____ | _____ | _____ |
| 19 Underground and overhead services | _____ | _____ | _____ |
| 20 Confined spaces | _____ | _____ | _____ |
| 21 Environmental awareness and waste control | _____ | _____ | _____ |
| 22 Demolition | _____ | _____ | _____ |
| 23 Highway works | _____ | _____ | _____ |
| 24 Specialist work at height | _____ | _____ | _____ |
| 25 Lifts and escalators | _____ | _____ | _____ |
| 26 Tunnelling | _____ | _____ | _____ |
| 27 Plumbing (JIB) | _____ | _____ | _____ |
| 28 Heating, ventilation, air conditioning and refrigeration (HVACR) | _____ | _____ | _____ |