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	_____	_____	_____

Extracted from ***Construction health and safety awareness*** (GE707)

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)			

Extracted from ***Construction health and safety awareness*** (GE707)