Worker’s Health and Safety Training Plan and Record

Use this tool to plan and record individual worker’s health and safety training.

Name:

Site/dept:

Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill/Knowledge | Planned date | Completed date | Employee signature | Refresher |
| Planned date | Completed date |
| Health and safety responsibilities |  |  |  |  |  |
| Risk identification and management |  |  |  |  |  |
| Incident recording and reporting |  |  |  |  |  |
| Safe work procedures |  |  |  |  |  |
| Safe use of plant and equipment relevant to the worker’s duties |  |  |  |  |  |
| Use and maintenance of personal protective equipment |  |  |  |  |  |
| Safe use and storage of hazardous substances |  |  |  |  |  |
| Emergency procedures, including evacuation procedures and use of emergency equipment |  |  |  |  |  |
| First Aid |  |  |  |  |  |
| OOS prevention |  |  |  |  |  |
| Stress management |  |  |  |  |  |
| Managing extreme behaviour |  |  |  |  |  |
| Voice presentation and projection |  |  |  |  |  |
| Manual handling and lifting |  |  |  |  |  |

Note: We recommend a training record needs to be maintained for each worker and reviewed regularly to track progress on achieving health and safety competency