



SAFETY TRAINING LEAFLET 01 TRAINING CHECKLIST FOR NEW EMPLOYEES

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SAFETY TRAINING LEAFLET 01

TRAINING CHECKLIST

FOR NEW EMPLOYEES

Prepared by Safety Advisory Council

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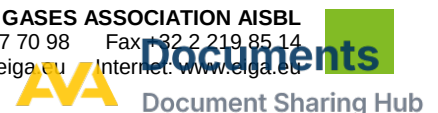


Table of Contents

TRAINING CHECKLIST	1
FOR NEW EMPLOYEES	1
1 Safety training checklist	1
2 Certificates	1
2.1 Induction Training Certificate	1
2.2 Safety Qualification Certificate	1
Appendix A: Safety Training Checklist.....	2
Appendix B: Example Certificate – Induction Training.....	9
Appendix C: Example Certificate – Safety Qualification	10

1 Safety training checklist

The safety training checklist is a document designed to be used by the employee's immediate manager to serve as training plan, record and feed-back document. When possible, the senior manager and the safety adviser should be involved in approving the training programme and in monitoring progress. **Appendix A** presents a model template.

The checklist is not a training manual and sections which request specific training should only be completed when the relevant training has been delivered.

The checklist shown in this document is only a basic model which is not exhaustive and may be varied according to the needs of installations and employees.

The manager responsible for the overall training programme must complete the first column on the right-hand side of the check list by inserting against each item the name of the person responsible for carrying out that item of training or, if not applicable, mark N/A. Items can be added at the manager's discretion and to suit specific needs.

Completion of the safety training checklist and delivery of the "Safety Qualification Certificate" (see 1.2) is not a substitute for job training, nor does it constitute a record that an employee has been trained to perform the job(s) for which they have been recruited. Therefore, separate records of training in all aspects of an employee's job must be kept in their training file in addition to the safety training records.

The safety training checklist has been divided into 7 sections but neither these sections nor the order of the items in a section constitute a priority list.

When an employee changes job, they will need to be trained accordingly and the appropriate sections of the checklist should be used. This "new" training session needs to be documented as requested above.

The safety training checklist does not make any reference to the testing of employees' knowledge and skills. This is deliberate, as practices vary widely between companies and countries. Statutory testing – as for welders for example – has still to be carried out and recorded separately.

2 Certificates

Two certificates are part of the training process. Model templates are included in **Appendix B**.

2.1 Induction Training Certificate

This Induction Training Certificate documents that the new employee has been provided with basic information and Personal Protective Equipment before being allowed to perform tasks at their workplace.

2.2 Safety Qualification Certificate

The Safety Qualification Certificate, when completed and signed as requested, documents that the employee has received specific training in all matters relating to safety, as well as safety information relating to their job and the materials which they will be handling. It is the responsibility of the employee's immediate manager to see that the form is completed in every detail and filed in the appropriate manner.