



TRAINING REGISTER

Why Maintain a Training Register?

Occupational Health and Safety legislation places a range of responsibilities on both employers and employees. Employers must not only maintain a safe workplace and provide safety equipment, they also have a responsibility to provide induction and training where employees are required to undertake hazardous tasks, and quite specifically where employees handle hazardous substances, including pesticides.

Some training will be available as a specific course, for example, Chemcert® or other equivalent chemical training courses.

However, most health and safety training will be on the job. That training should be practical and include a hands-on component where this is relevant.

Induction and training programs relating to hazardous substances are required to cover:

1. Duties under the Occupational Health and Safety Act and Regulations and/or codes of practice of the particular State or Territory.
2. The chemicals to which the employee may be exposed.
3. The significance of the container label, including:
 - Safety directions.
 - Poisons Schedule and Dangerous Goods classification.
 - First aid and emergency procedures.
 - Application rates, compatibility and withholding periods for chemicals.

4. Information contained in Material Safety Data Sheets.
5. Work practices and procedures to be followed in the use, handling, processing, storage, transportation, cleaning up, and disposal of hazardous substances.
6. The proper use of personal protective equipment.
7. Procedures to be followed in an emergency.
8. The nature of, and reasons for, any monitoring (including health surveillance) required and access to results of monitoring.
9. Employees' rights and responsibilities in relation to access to information.

Induction and training for all other hazardous activities should also be addressed, for example, tractor driving safety, chainsaw safety and agricultural motorcycle, ATV riding safety.

What Should be Recorded?

The register of training is your record of the induction and training provided. It should include the names of persons receiving training, date of attendance, an outline of the course/training content, the names of the people providing the training, training material provided and, where applicable, a person's accreditation certificate number for a specific course.

Training Register

One page per employee

EMPLOYEE NAME: _____ ADDRESS: _____

PHONE: _____ FAX: _____ DATE OF BIRTH: _____

DATE EMPLOYMENT COMMENCED: _____ DATE EMPLOYMENT CEASED: _____

Identified Training Needs

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Subject of Training	Date	Content	Training Resources Provided	Training Provided By	Accreditation No.	Trainee Signature

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