|  |
| --- |
| **Tool 9: Worker health and safety training plan and record template** |

You may like to use this template to record the training plan for each of the workers at your early learning organisation.

\*\* Don’t forget to keep a copy of your teachers’/educators’ first aid certificates, and ensure they are still valid.

First aid certificates need to be renewed every two years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  |  | **Site/Dept:** |  |
|  |  |  |  |  |
| **Date:** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill/Knowledge** | **Planned****date** | **Delivered****by** | **Employee****signature** | **Refresher** |
| **Planned****date** | **Completed****date** |
| Health and safetyresponsibilities |  |  |  |  |  |
| Risk identification andmanagement |  |  |  |  |  |
| Incident recording andreporting |  |  |  |  |  |
| Safe work procedures |  |  |  |  |  |
| Safe use of plant andequipment relevant to theworker’s duties |  |  |  |  |  |
| Use and maintenance ofany personal protectiveequipment |  |  |  |  |  |
| Safe use and storage ofhazardous substances |  |  |  |  |  |
| Emergency procedures,including evacuationprocedures and use ofemergency equipment |  |  |  |  |  |
| First Aid \*\* |  |  |  |  |  |
| OOS prevention |  |  |  |  |  |
| Stress management |  |  |  |  |  |
| Managing extremebehaviour |  |  |  |  |  |
| Safe handling and lifting |  |  |  |  |  |