

## Tool 8: Worker training and information checklist

This checklist may help you determine what information, training and processes you have in place for your workers.

<b>Does our organisation have:</b>	<b>Yes</b>	<b>No</b>
A worker health and safety induction checklist?	<input type="checkbox"/>	<input type="checkbox"/>
Health and safety information that is available to all workers?	<input type="checkbox"/>	<input type="checkbox"/>
A record of health and safety training needs for specific roles, tasks or areas of work?	<input type="checkbox"/>	<input type="checkbox"/>
A health and safety training plan for delivering the identified training?	<input type="checkbox"/>	<input type="checkbox"/>
A designated person for supervising new staff?	<input type="checkbox"/>	<input type="checkbox"/>
Criteria for selecting suitable health and safety trainers?	<input type="checkbox"/>	<input type="checkbox"/>
A list of trainers available, including experience and qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
Signed employee training records?	<input type="checkbox"/>	<input type="checkbox"/>

Approved by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Next review date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Actions arising from checklist: