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| **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.

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

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| --- | --- | --- | --- | --- | --- |
| **Skill/Knowledge** | **Planned**  **date** | **Delivered**  **by** | **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  any 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 |  |  |  |  |  |
| Safe handling and lifting |  |  |  |  |  |