

**Please amend any text or sections as you feel appropriate.**

**All red lettering needs to be amended and deleted.**

**This checklist can be utilised for a broad range of training activities.**

**For a more personalised appearance, please print on your company letterhead or add your company logo.**

### **EMPLOYEE HEALTH & SAFETY TRAINING CHECKLIST**

This checklist is to be completed in conjunction with [Enter full business name] health & safety training policy.

<b>Name of employee:</b>	<b>Was employee provided with company H&amp;S policy when employment commenced?</b>	<b>Date when employee was last directed to H&amp;S policy</b>	<b>Was employee directed to principal information within the policy?</b>	<b>Was employee advised of full duty to raise H&amp;S concerns and procedure?</b>	<b>Date of job-specific H&amp;S induction:</b>	<b>* Was employee instructed on H&amp;S with regards to dangerous equipment?</b>	<b>When did employees line managers received specific H&amp;S training?</b>
John Smith	Y	20/05/18	Y	Y	20/05/18	Y	18/12/17
David Smith	N	18/07/18	Y	Y	20/07/18	N	18/12/17

\* Alongside instructions with regards to dangerous equipment, consult 'Work equipment checklist' and list employees inducted on specific equipment with induction dates.