

Please amend any text or sections as you feel appropriate.

All red lettering needs to be amended and deleted.

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

Amend 'areas of training' accordingly

[Name of organisation] EMPLOYEE TRAINING REGISTER

Area of Training:	Employee Name:	Date	Training provider/manager:	Signed by employee:	Additional comments:
Induction					
Health & Safety Policy & Procedures					
Manual Handling & Lifting					
Accident reporting procedures					
Safe working practices					
Informed of risks to them					
Emergency & evacuation procedures					

Work Equipment Training					