CALGARY SAFETY CONSULTANTS

Training Record

Individual worker training record

Keep one record for each worker. List orientation, job-specific training, tickets and certificates, and note when each one needs to be renewed. Being trained isn't the same as being competent, so record who confirmed the worker can do the task safely.

Worker name | **Position or trade** | **Start date** | **Supervisor**

Orientation completed on | **Orientation given by** | **Site or department**

Training, course or certificate	Provider or trainer	Date completed	Expiry or refresher due	Certificate on file	Competency confirmed by and date
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Worker and supervisor acknowledgement

Worker: I received the training listed above and know I can ask for more training or help if I need it. **Supervisor:** I have reviewed this record and it is accurate.

Worker signature or initials | **Date** | **Supervisor signature or initials** | **Date**

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

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Training Record

Training session attendance record

Use this page for group training, such as an orientation, a safe work procedure or equipment training. Attach the course outline, test results or certificates, and copy the training onto each worker's individual record.

Training topic or course | **Date** | **Duration** | **Location**

Trainer or provider | **Trainer qualifications**

Training method and evaluation

- ☐ Classroom
- ☐ Hands-on or practical
- ☐ Online
- ☐ Written test
- ☐ Practical evaluation
- ☐ Course outline attached

Name	Position or employer	Signature or initials	Passed evaluation	Follow-up needed
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Trainer signature or initials | **Date** | **Records updated by**

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