

TRAINING RECORD

F 1801

NAME:

START DATE:

General Induction

	Trainer initials	Employee initials	Date
Introduction to fellow employees			
Tour of premises i.e. work area, toilets, first aid, refreshment facilities			
Explain working hours and holidays			
Explain role and issue job description			
Allocate new employee to member of staff to acquaint with workplace			

Health & Safety Awareness

	Trainer initials	Employee initials	Date
Company's commitment to Health & Safety			
Company 'Health & Safety Policy Statement'			
Personal responsibility and authority for health & safety			
Location of health & safety manual and associated policies			
Fire prevention procedures			
Fire procedures			
First aid procedure			
Accident reporting			

Company Policies

	Trainer initials	Employee initials	Date
Sickness and absence policy			
Communications and IT policy, including: <ul style="list-style-type: none"> • Security, usernames and passwords • Password protected areas • Internet usage • Email usage • Telephone usage • Mobile phone usage • Fax usage 			
Grievance procedure			
Disciplinary procedure			
Equal opportunities policy			
Anti-harassment and bullying policy			
Company vehicle and driving policy			
Lone working policy			
Maternity policy			
Smoke-free policy			
Workplace stress policy			
Alcohol and drugs policy			

NAME:

Health & Safety Policies

	Trainer initials	Employee initials	Date
HS01 - Health & Safety Policy Manual			
HS02 - Health & Safety Law			
HS03 - Workplace and Welfare			
HS04 - Accident Reporting			
HS05 - First Aid			
HS06 - Fire			
HS07 - Statutory Notices and Information			
HS08 - Office Safety			
HS09 - Workshop and Stores Safety			
HS10 - Risk Assessment			
HS11 - Hazardous Substances			
HS12 - Work Equipment			
HS13 - Personal Protective Equipment			
HS14 - Electricity			
HS15 - Noise Control			
HS16 - Manual Handling			
HS17 - Manual Handling			
HS18 - Display Screen Equipment			
HS19 - Site Safety			
HS20 - Working at Height			

Health & Safety Instructions

	Trainer initials	Employee initials	Date
HS100 - Completion of Fire Records – Guidance			
HS101 - Display Screen Equipment – Guidance For Users			
HS102 - Working Safely with Electricity Guidance			
HS103 - Manual Handling – Guidance			
HS104 - Fire Instructions			

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Risk Assessments

	Trainer initials	Employee initials	Date
Electrical Testing of Product			
Installation of Product at a Customer's Site			
Working at Height/Using Step Ladders, Ladders & Platforms			

COSHH Assessments

	Trainer initials	Employee initials	Date
Use of fast drying acrylic coating to seal electronic circuit boards			
Use of Solvent Cleaner			
Soldering & Use of Hand-held Soldering Irons			
Use of Solder Rework Flux			

Manual Handling Assessments

	Trainer initials	Employee initials	Date
Handling of floor standing cabinet			

Environmental Policies

	Trainer initials	Employee initials	Date
EN01 - Environmental Policy Statement			

