

Sample – workers’ training plan

What is a workers’ training plan?

A workers’ training plan sets out what training is provided and when. Regular training and learning opportunities are an investment that helps employees to prosper and develop their skills for their own and the organisation’s benefit. Therefore, it is advisable that work sites should develop effective systems for trainings.

! Records, including photographs, should be kept of all training.

What should worksites do?

- Identify training requirements based on processes, applicable legal requirements and codes of conduct.
- Develop training modules and material for each training topic.
- Have defined training topics and a formal training calendar for conducting regular training at fixed interval of time.
- Display training notice on notice board prior to the event
- Maintain minutes of training along with photographs and ensure that photographs have date and time digitally set in camera.
- After the event, conduct an effectiveness review



Photographs with time and date stamps should be included in training reports

Training calendar example

TRAINING CALENDAR 2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Safe use of machinery	■						■					
Health and safety		■						■				
Emergency drill			■						■			
First aid				■						■		
Handling of hazardous materials and use of PPE					■						■	
Environment						■						■

Workers' training

Training notice example

ON HEADED NOTEPAPER
NOTICE
Date : DD/MM/YYYY
This is to inform you that training on XXXXXXXX will be organised on DD/MM/YYYY at worksite premises at 14:00.
Authorised Signatory

Training record example

Worksite Name	Address	Training Topic:
		Date:
Trainer(s)		
Sr. No.	Name	Signature
1.		
2.		
Trainee(s)		
1.		
2.		
Etc.		
Minutes of meetings		
Introduction:	Important points covered:	Questions and answers:
Action plan:	Suggestions and remarks:	Next training date:
Photographs		
Photo 1 (date/time)	Photo 2 (date/time)	Etc.

Sample – health and safety policy

What is a health and safety policy?

A health and safety policy is a document that each site should develop, which describes their commitments towards ensuring a safe and healthy working environment.



The site must follow the commitments made in the policy.

Health and safety policy

Name of the Company

Address of the Company

The Management of COMPANY NAME is committed to taking care of the health and safety of all workers. COMPANY NAME will:

- Provide and maintain a healthy working environment at all times.
- Strive to ensure adequate control of health and safety risks arising from work activities.
- Provide all required instruction, training, supervision and other relevant health and safety information to employees.
- Ensure that all employees are competent to work safely in activities they are engaged in.
- Continue to consult with and update employees on all health and safety issues.
- Provide, as a minimum, risk assessments for all common tasks engaged in by employees.
- Encourage all employees to take reasonable care for the health and safety of himself / herself and fellow employees, and to report to appropriate personnel any hazard that cannot be controlled personally.

The Management of COMPANY NAME will encourage their employees to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others or damage to facilities and equipment.

COMPANY NAME managers and supervisors will:

- Ensure workers wear personal protective equipment and clothing where necessary.
- Ensure that employees comply with any direction given by management in relation to health and safety.
- Not misuse or interfere with anything provided in the interest of health and safety.
- Report all accidents and incidents on the job immediately.
- Report all known or observed hazards to their supervisor or manager.

Management is firmly committed to ensuring activities are carried out safely, and with all possible measures taken to

Sample – health and safety policy

remove and reduce the risks to the health, safety and welfare of employees, contractors, authorized visitors, and anyone else who may be affected by COMPANY NAME's operations. An effective health and safety policy requires the full collaboration and co-operation of all employees.

This policy applies to all our business operations and functions, including those where employees are required to work off-site.

Signature of person responsible within the company:

(Head of the Organisation)

Date DD/MM/YYYY

Sample – training record: training description

What is a training description?

A training description is a description of the objectives of the training, the materials required, the expected participants and a summary of the training content. This helps plan and provide evidence of training.



The training records can be a valuable tool for effective planning.

Training records: training description

Topic:

Date:

Time:

Objective:

Materials

Participants:

Sample – training record: training description

Summary:

Sample – training record: attendance list

What is an attendance list?

A training attendance list is a record of participants' attendance at training. It includes a short description of the training and who conducted it.



The training records can be a valuable tool for effective planning.

Training records: attendance list

Training topic:		Total participants:
Facilitator:		Date: Time:
Training description (include pictures as annex):		
Name of participant	Position	Signature

Photos of training (with date and time stamp on the image)

Sample – accident report

What is an accident report?

An accident report is for documenting accidents. Analysing repeated accidents or injuries can be useful for identifying hazards that are not always obvious.



Accident reports are vital for identifying persistent hazards.

Accident report

Name: Occupation:

Age: Division:

Sex: Nationality:

Date of accident:

Time of accident:

Date treated:

Time treated:

Nature of injury:

Parts of the body injured:

Outcome and effect of the injury:

Lost days:

Reported by:

(Print name)

((Signature)