

## TRAINING PLAN FORMAT

The format of the Training Plan(s) used in your School/Branch must display and/or meet the following criteria:

1. There must be provision for the names of all the relevant Level 2 and Level 3 training courses on the Training Plan(s) unless training is being recorded via another system that meets the requirements of this handbook chapter e.g. The system used enables mandatory training requirements for the worker to be listed, gaps to be identified and corrective action taken where required. A Lab logbook of training or equivalent tracking tool may be used.
2. There must be provision for the names of all relevant workers e.g. staff members, volunteers, titleholders, or others as determined by the Supervisor to be recorded on the Training Plan.
3. The format should be in a logical order (e.g. alphabetically, or by position, or by workgroup) to track individual training (i.e. to retrieve records when requested).
4. There must be a legend which enables the frequency of training (e.g. refresher training) to be clearly identified. (e.g. prior to entry to the facility, annual training, bi-annual training etc. It is suggested a colour code be used.)
5. The Training Plan format must make it clear where a training need (i.e. a gap) exists.
6. The Training Plan format indicates when training is complete.
7. The Training Plan format enables the Supervisor to measure progress against planned arrangements.
8. The Training Plan format provides a training plan for each individual where their role, responsibilities and/or legislation requires level 2/3 instruction/training.
9. The Training Plan format must be saved at appropriate intervals (i.e. to ensure re-training doesn't overwrite previous training records.)
10. The Training Plan format can provide training data to inform the School/Branch/Faculty/Division Health and Safety Traffic Light Report.

**It is also acceptable to have a combination of a couple of training plan formats**

For example

- Use of a Laboratory Log book for Level 2 proficiency based training, which identifies the individual, the proficiencies they require (before they undertake the task) and copies of completed proficiencies.  
The log book is managed by the Laboratory supervisor.
- Use of a Training Plan(s) for Level 3 training which is set out as per Appendix C or D.  
The training plan is managed centrally by the School/Branch/Faculty/Division as agreed.

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### Laboratory Log Books – format of content

If your School has implemented a log book process for the provision of information, instruction and training, the content of a Laboratory Log book could be divided into the following sections to provide a systematic approach in order to meet the Training Plan format criteria. (Note – it is assumed that all templates used by the School meet the requirements of the Hazard Management chapter and Provision of HSW information, instruction and training chapter as applicable.)

<b>Section 1</b>	<ul style="list-style-type: none"> <li>Area Hazard Profile, Hazard Listing (i.e. A list of all static (i.e. constant/stable) activities where a risk assessment is required and the activity is performed in the same manner over time. (In accordance with the <a href="#">Hazard Management</a> Handbook chapter).</li> </ul>
<b>Section 2</b>	<ul style="list-style-type: none"> <li>Copies of each risk assessment or overarching risk assessment. (Depending on how many risk assessments exist, it may be beneficial to include an index.)</li> </ul>
<b>Section 3</b>	<ul style="list-style-type: none"> <li>Induction checklist template for the laboratory which includes provision for sign off for each individual.</li> <li>Completed induction records. (The records are to be kept on file (electronically or hard copy) and retrievable on request.)</li> </ul>
<b>Section 4</b>	<ul style="list-style-type: none"> <li>A summary sheet for each individual which lists all the proficiencies to be completed by that individual. The format must make it clear where a training need (i.e. a gap) exists and frequency of training.</li> <li>Proficiency training template(s) which must:             <ul style="list-style-type: none"> <li>identify the task/activity assessed;</li> <li>identify the Safe Operating Procedure/Process or other documented criteria that the worker's proficiency is being assessed against. (Note – Schools/Branches have the option of attaching the relevant document or alternatively creating a specific proficiency template which defines the assessment criteria);</li> <li>include the names and signatures of the worker and the assessor;</li> <li>include a date of completion;</li> <li>indicate if the proficiency has been achieved;</li> <li>be able to be retrieved on request (e.g. during an internal audit, self-insurance evaluation, injury).</li> </ul> </li> <li>Completed proficiency records. (The records are to be kept on file (electronically or hard copy) and retrievable on request.)</li> </ul>
<b>Section 5</b>	<ul style="list-style-type: none"> <li>Safe Operating Procedures (Depending on how many SOPs exist, it may be beneficial to include an index.)</li> </ul>
<b>Section 6</b>	<ul style="list-style-type: none"> <li>Any other lab specific or information (if required).</li> </ul>

**If you require any further information on Training Plan formats  
please contact your [Division/Faculty HSW Contact](#)**

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