

**TRAINING PLAN FORMAT**

**Laboratory/Workshop Log Books – format of content**

If your area has implemented a log book process for the provision of information, instruction and training, the content of a Laboratory/Workshop Log book could be divided into the following sections to provide a systematic approach. (Note – it is assumed that all templates used by the area 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>A list of all 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 e.g. Single or Multiple task risk assessments).</li> </ul>
<b>Section 2</b>	<ul style="list-style-type: none"> <li>Copies of each risk assessment</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 completed by that individual.</li> <li>Proficiency 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 – Supervisors 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 (SOP) (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 laboratory/workshop specific or information (if required).</li> </ul>

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