

TRAINING PLAN (20xx) as at xx/xx/20xx

SCHOOL/BRANCH [INSERT NAME OF SCHOOL/BRANCH]

This template is recommended where there is a large number of personnel. It is suggested that you divide your School/Branch into work-groups and appoint a Manager/Supervisor/Team Leader to be responsible for the management of each individual workgroup Training Plan.

LEGEND

Essential (Day 1-5) (Note - The time-frame is determined by the School/Branch)		Essential (one-off instruction/training prior to completing the activity/ accessing an area)		Essential prior to commencement of activity then refresher each year		Essential prior to commencement of activity then refresher each 2 yrs		Essential prior to commencement of activity then refresher each 3 yrs		Essential prior to commencement of activity then refresher each 5 yrs		Not Applicable	
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WORKGROUP	Name of staff member [Manager, Team Leader]	Name of staff member (HSW)	Name of staff member	Name of staff member	Name of staff member	Name of staff member	Name of staff member	Name of staff member Chief (Warden)	Name of staff member (Warden)	Name of staff member (First Aid Officer)	Name of staff member
Level 3 - Training											
Chief Warden											
Warden (Level 1)									5/11/14		
First Aid Training										16/7/16	
Fork lift operation											9/2/17
Level 2 - Proficiencies											
Use of gas cylinders	6/6/14	9/9/16	9/9/16	9/9/16	9/9/16						
Use of Hydrofluoric acid	6/6/14	5/6/15	2/12/16	6/2/17	6/2/17			5/6/16			
Use of liquid nitrogen	6/6/14	8/8/16	2/9/15	5/5/15							

Please click on this link if you require a blank version of this template [Training Plan \(Template B\)](#)

The Training Plan(s) will need to be populated according to your needs and the Legislative requirements set out in [Appendix B](#).

The legend: A colour in a box (except for grey) identifies training is required. The colour identifies the frequency (when due). A date indicates that the training has been completed and is current. Do not leave an expired date in the box. The template should enable the Head of School/Branch/Supervisor/person nominated to maintain the Training Plan-to quickly identify where there is a training gap

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