**Appendix C**

|  |
| --- |
| **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.)

|  |  |
| --- | --- |
| **Section 1** | * 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 [Hazard Management](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hazard-management-handbook-chapter) Handbook chapter e.g. Single or Multiple task risk assessments). |
| **Section 2** | * Copies of each risk assessment |
| **Section 3** | * Induction checklist template for the laboratory which includes provision for sign off for each individual. * Completed induction records. (The records are to be kept on file (electronically or hard copy) and retrievable on request.) |
| **Section 4** | * A summary sheet for each individual which lists all the proficiencies completed by that individual. * Proficiency template(s) which must: * identify the task/activity assessed; * 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); * include the names and signatures of the worker and the assessor; * include a date of completion; * indicate if the proficiency has been achieved; * be able to be retrieved on request (e.g. during an internal audit, self-insurance evaluation, injury). * Completed proficiency records. (The records are to be kept on file (electronically or hard copy) and retrievable on request.) |
| **Section 5** | * Safe Operating Procedures (SOP) (Depending on how many SOPs exist, it may be beneficial to include an index.) |
| **Section 6** | * Any other laboratory/workshop specific or information (if required). |

**If you require any further information on Training Plan formats**

**please contact your** [Local HSW Contact](https://www.adelaide.edu.au/hr/hsw/hsw-advice)