Site Specific Training Documentation

It is the responsibility of the supervisor to conduct site/task specific training for their workers and students to ensure that all tasks are completed in a safe manner.

In order to conduct Site Specific Training the Supervisor should:

* Ensure that all necessary mandatory and hazard specific training has been completed (this can be done in advance).
* Instruct the worker to read the relevant Safe Operating Procedures, Job Hazard Analysis and Operating Manuals.
* Demonstrate how to complete the task as per the Safe Operating Procedures and have the worker observe.
* Instruct the worker to perform the task and observe the worker to verify that the worker meets the performance expectations for safety.
* Document the training provided.

In addition to task specific training on safe operating procedures, training should also be provided on items such as: working alone procedures, use of personal protective equipment, hazardous waste disposal, chemical use, emergency response, spill response, and incident reporting.

|  |  |  |
| --- | --- | --- |
| **Procedure** | **Worker Sign Off** | **Supervisor Sign Off** |
| Signature | Date | Signature | Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Training records should be stored as per department procedures.