

## STEP UP Safety Training Plan & Track

*Company name:*

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*Employee name:*

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*Training description:*

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*Training completed by:*

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*Date:*

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### **Training Overview:**

Below is a list of relevant tasks and equipment that poses potential risk to health or safety. Ensure that appropriate training is given to each employee working with this equipment or completing these tasks. Include any additional hazards or risks in this list and ensure appropriate training is provided. Remember MORE: Motivate – Observe – Reinforce – Engage!

### **TASKS – Below are the task training records**

<b>TASK 1</b>	<i>Office / workstation ergonomics (design and use)</i>	
Training received:	Formal (certificate course, online training, etc.) Informal (trained by internal manager, etc.)	
Observed assessment:	Completed, by:	Date:
Competent to use safely unsupervised?	Yes	No
Comments:		

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Add sheet and customize as needed for employee training track records.

<b>TASK 2</b>	<i>Material handling (lifting, moving, etc.)</i>	
Training received:	Formal (certificate course, online training, etc.) Informal (trained by internal manager, etc.)	
Observed assessment:	Completed, by:	Date:
Competent to use safely unsupervised?	Yes	No
Comments:		

<b>TASK</b>		
Training received:	Formal (certificate course, online training, etc.) Informal (trained by internal manager, etc.)	
Observed assessment:	Completed, by:	Date:
Competent to use safely unsupervised?	Yes	No
Comments:		

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