# Staff Training Record (sample)

## Employee name: Date of hire:

Position: Supervisor:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training received Date Trainer Comments Refresher**  **Name date** | | | | |
| Orientation |  |  |  |  |
| Safe cash handling |  |  |  |  |
| Maintaining visibility into and out of work site |  |  |  |  |
| Controlling access into and out of the work site |  |  |  |  |
| Video surveillance |  |  |  |  |
| Purpose and placement of signs |  |  |  |  |
| Personal emergency transmitters |  |  |  |  |
| **Additional staff training required if work site is open between 11:00 p.m. and 5:00 a.m.:** | | | | |
| Time lock safes |  |  |  |  |
| Limiting the quantities of high-value items |  |  |  |  |
| Storing the remaining high-value items |  |  |  |  |

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Adapted from the Western Convenience Store Association’s Safe Community Retailer Program Guide (Saskatchewan editionv2).

# Video Surveillance Testing Log (sample)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Test date** | **Performed by** | **Camera (number or location) or Recorder** | **Maintenance or repair needed** | **Date completed** | **Initials** |
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# Personal Emergency Transmitter Testing Log (sample)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Test date** | **Performed by** | **PET (number or assigned to employee)** | **Maintenance or repair needed; notes or actions required** | **Date completed** | **Initials** |
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# Action Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question #** | **Compliance or best practice?** | **Action required** | **Date completed** | **Initials** |
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