# Staff training record (template)

## Worker name:

## Hire date:

## Position:

## Supervisor:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training received** | **Date** | **Trainer** | **Comments** | **Refresher date** |
| Orientation |  |  |  |  |
| Safe cash-handling |  |  |  |  |
| Maintaining good visibility |  |  |  |  |
| Controlling work site access |  |  |  |  |
| Video surveillance |  |  |  |  |
| Sign purpose and placement |  |  |  |  |
| Personal emergency transmitter (if applicable) |  |  |  |  |
| Time lock safe (if applicable) |  |  |  |  |
| Limiting the quantities of high-value items (if applicable) |  |  |  |  |
| Secure storage (if applicable) |  |  |  |  |
| *(Other: add or delete rows as needed)* |  |  |  |  |

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This template is adapted from the Western Convenience Store Association’s “Safe Community Retailer Program Guide” (Saskatchewan edition v2) and published in the Government of Alberta’s “Fuel and convenience store employer guide: violence and harassment prevention plan” available online at [ohs-pubstore.labour.alberta.ca/bp031](https://ohs-pubstore.labour.alberta.ca/bp031).