# Staff Training Record (template)

## 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 |  |  |  |  |

\* This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Adapted from the Western Convenience Store Association’s Safe Community Retailer Program Guide (Saskatchewan edition v2).