Worker training record (template)

Consider using a form like this to document health and safety training in your workplace. **If you choose to use this template, make sure you customize it to your work and work site.**

**Employer:**

**Name of training course:**

**Course description:**

**Recertification requirements:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Names of workers in attendance | Training date | Training location | Facilitator/instructor | Course requirements completed |
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This form is a sample only and is for employer reference. Employers are responsible for complying with any applicable privacy or other legislation concerning the collection of worker information. Employers should review the law and confirm its application related to the collection of personal information of workers (e.g., *Personal Information Protection Act*, *Electronic Documents Act*, *Human Rights Act,* etc.). 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. Neither the Crown, nor its agents, employees or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.