

# BUSINESS SAVVY OHS POLICIES

## On The Job Training Record

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Example content:

Instruction, Information, Demonstration and Supervision provided to:

Name: \_\_\_\_\_

TASK or Job Trained \_\_\_\_\_

1.	Employee provided with appropriate PPE and shown how to use it. <ul style="list-style-type: none"> <li>• <i>Safety footwear</i></li> <li>• <i>etc</i></li> </ul>
2.	<p>_____</p> <p>_____</p> <p>_____</p> <p>SWI</p>
3.	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
4.	<p>_____</p> <p>_____</p>
5.	<p>_____</p> <p>_____</p>
6.	Employee supervised in use of .....equipment by competent operator until capable of unattended operation. <ul style="list-style-type: none"> <li>• <i>(supervision completed date)</i></li> </ul>
7.	<p>_____</p> <p>Clean air filters</p> <p>etc</p>
8.	<p>_____</p> <p>_____</p> <p><i>(supervision completed date)</i></p>
9.	<p>_____</p> <p>_____</p>
10.	Employee is competent to train others                      yes / no <ul style="list-style-type: none"> <li>• Must have minimum 6 months experience under management supervision.</li> </ul>

Signed by Employee : \_\_\_\_\_ Date: \_\_\_\_\_