



**Universal Mechanical &
Construction Services**

INDUSTRIAL • COMMERCIAL • RESIDENTIAL

544-8882

Training Record Template

Employee:

Training Program	Date Written Program Completed	Date Practical Program Completed	Expiry Date
First Aid certification			
PPE program/hazards/right PPE/training/inspections/records			
Critical Injury/Fatal Injury response program			
PMI/UI program			
Inform employees of hazards and their duties/responsibilities under the OHS act			
WHMIS MSDS/training			
Confined space entry program			
Lock out procedures			
Emergency Fire Plan			
Designated substances are controlled/formal assessment and control program			
Written standard operating procedures for regular tasks/employees trained/signed off			
Refusal to work program.			
Procedures reviewed for use of machinery, equipment or process in a complex/hazardous situation, to ensure safe operation before workers begin the operation.			
Unusual Incident/ Injury Reporting			
Written health & safety responsibilities established for management & supervisors and to all have received documented training.			
Lift Truck Training			
Safe Lifting Training			

Fall Arrest/Restraint Training Supervisor's Responsibilities			
Contractor's Orientation			
Shop Safety Rules			