Overview:

To help your business improve workplace health and safety, CFIB has developed practical business templates to help keep your workplace and employees safe. The documents in this series are designed to help employers meet and achieve good health and safety practices / programs.

We are pleased to provide you a copy of CFIB’s Training Log Template

Recommendations for using this template:

In Canada it is required for employers to have a health and safety program in their workplace. This is a template which you may adapt and use to help implement an effective Occupational Health and Safety (OHS) practices and programs for your workplace. The content of this document is broadly inspired by the Canadian Occupational Health and Safety Regulation, and can serve as an excellent starting point for putting together practical documents which your employees can consult at anytime.

Important notes:

* These documents may require you to edit the content in order to meet the special needs of your workplace, as well as your provincial / territorial legislation.
* The documents should be implemented by a senior manager or by the business owner to demonstrate their commitment to health and safety.
* It is strongly suggested to periodically update these documents so that they reflect all legislative, regulatory, and internal policy changes.
* As a member of CFIB, your membership gives you access to our business support services. Our Counsellors can assist members with customizing these templates, but it is always recommended that the final draft be reviewed with a qualified/certified professional (i.e. lawyer).

A few hints on customizing:

* Words highlighted in grey must be replaced by information specific to your company.
* We have also included some optional tips; they are to be deleted before printing this document.

**Need customized advice? Contact us!**

**1 888 234-2232 |** cfib@cfib.ca

This template is provided to you for information purposes only. CFIB cannot be held responsible for its final content or for any subsequent use and interpretation thereof by the company or a third party.

We suggest that you remove this introductory page when preparing your company’s health and safety programs.

Insert your business logo here

Training Log

|  |  |
| --- | --- |
| Document created by:  | (Name) |
| Approved by: | (Name) |
| Departments: | (If applicable) |
| Date:  | (2019-01-10) |
| Version:  | (V.1) |
| Last Updated:  | (2019-01-10) |

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To determine your training needs, you must identify your legal obligations, your contractual obligations and any existing circumstances that prevent you from meeting those obligations. If you identify a gap between current and desired circumstances that results from a lack of knowledge or skills, this becomes a training need.

Training Log:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of training/course | Date | Trainer | Participant | Duration |
|  |  |  |  |  |
|  |  |  |  |  |
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Types of training to consider:

* WHMIS
* Accident investigation/analysis
* First Aid
* Lift trucks
* Confined spaces
* Asbestos
* Ergonomics
* Machine safety
* Working at heights
* Supervisors
* Etc.