DOCUMENTATION AND RECORDKEEPING OF EMPLOYEE TRAINING

Program Element
R2-10-207 3

Documentation and recordkeeping of employee training is an essential part of the employee training program. Without the proper documentation on file it would be difficult, if not impossible, to prove that the required training was accomplished. This is especially critical for OSHA mandatory training requirements.

Are there specific requirements for documentation of the training that must be accomplished?	Depending on the type of training conducted there may be specific training documentation requirements that must be met. For example, documentation of an employee trained on the use of personal protective equipment (PPE) must provide the following: • PPE the employee is required to use for the job task • Potential hazards associated with the task or operation being performed • Protection afforded by the PPE • How to care for the equipment, store it, how to put it on, how to take it off, how to adjust the equipment so that it provides the intended protection and how to recognize an exposure symptom • Employees must demonstrate hands-on proficiency with the protective equipment provided This is one example of specific requirements for documentation of OSHA mandated training. The agency loss prevention coordinator, working with the supervisor, will be able to identify specific recordkeeping requirements once the need for training has been identified.
What about general safety training provided in the agency or at work place safety meetings held by supervisors?	At a minimum training records should be maintained by the supervisor for all formal and informal training and should include the following: • Topic of training conducted • Date of training • Instructor • Length of course or training presentation • Topics covered in the training or presentation • Name of the participant(s) • Work place location of the participant • Signature of the participant (sign in-sheet)

Are there any training resources available to assist us in providing on-going education and training at the agency?	AZGU does provide many training classes and workshops that are available to all agencies. Registration for these classes can be done through STARS. Web access to this site can be found at www.azgu.gov. Additionally, RM may be able to assist in developing site or topic specific safety training. Contact Risk Management at 602-542-2175 to discuss your training needs with one of our consultants.