

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. Depending on the type of training conducted there may be specific training documentation requirements.

Definition:	Training documentation and recordkeeping are procedures and retention processes to track and maintain historical records of employee training and efficiencies.
Why do I need this program?	<p>Documentation of training is often a regulatory requirement, but regulatory compliance is not the only reason to train and maintain records.</p> <p>Each agency, board or commission has specific policies and procedures dedicated to employee training, documentation and recordkeeping. Consult your policies to identify specifics for your agency.</p> <p>Often training documentation is part of the internal management or quality control system to evaluate effectiveness of processes and safety programs.</p>
How do I know if this program applies to my agency and my specific job hazards?	To verify if training and its documentation is required, employers are to determine if training is to be provided due to a process or hazard to its workforce. This is achieved by assessing each of its locations, equipment, job functions, and work environments by conducting a systematic analysis such as a Job Hazard Analysis.

<p>What are the minimum required elements and/or best practices for a Documentation and Recordkeeping?</p>	<p>All formal and informal training should be documented and include the following:</p> <ul style="list-style-type: none"> • 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) <p>Training Records can be maintained through the Arizona Learning Center through the YES website.</p>
<p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p>	<p>Records should be maintained in accordance with Regulatory, State, and your Agency's specific retention schedules. Consult with those entities to determine how long to maintain records.</p> <p>The Secretary of State, State Library, Archives and Public Records website is a great resource for your agencies specified retention schedule.</p>
<p>Are there specific requirements for recordkeeping and documenting training?</p>	<p>Consult with your training division and the ADOA Human Resources Department to verify that your training documentation and retention meets State requirements.</p> <p>Since documentation and record keeping is often a requirement and specific to a standard, ensure that you review your program, curriculum, and documentation for compliance with State and Federal requirements.</p>
<p>Are there any resources available that can assist me in putting together a Training Program?</p>	<p>State Risk Management may be able to assist in developing site or topic specific safety training. Contact State Risk Management at 602-542-2175 to discuss your training needs with one of our consultants.</p>