

# Training Records Checklist

Under [Regulation 4.5](#) of the *Health and Safety at Work (Hazardous Substances) Regulations 2017* a PCBU must ensure that every worker who uses, handles, manufactures or stores a hazardous substance is provided with information and training and instruction. This is in addition to the training relating to any risk at the workplace required under the *Health and Safety at Work (General Risk and Workplace Management) Regulations*.

When seeking a Location Compliance Certificate, the PCBU will need to demonstrate to the Compliance Certifier that the workers at the location have received the training. The PCBU must keep a record of training and instruction, and have this available for inspection by a WorkSafe inspector or a compliance certifier.

Details about what training is required, and examples of how this can be demonstrated, are shown on the following pages.

## Further information

### WorkSafe Website

Training under General Risk and Workplace Management Regulations - [Providing information, training, instruction or supervision for workers](#)

Training under Hazardous Substances Regulations - [Information, instruction, supervision and training](#)

ITEM	CHECK
Does the worker know the harm each hazardous substance they use at work can cause?	<input type="radio"/>
Does the worker know which substances are incompatible and need to be stored separately?	<input type="radio"/>
Does the worker know how to do the jobs they are given that involve hazardous substances?	<input type="radio"/>
Does the worker understand the control measures at the workplace to reduce exposure to the substances and keep safe and healthy?	<input type="radio"/>
Has the worker been provided with the right safety equipment and PPE?	<input type="radio"/>
Has the worker been trained to use safety equipment and PPE?	<input type="radio"/>
Is PPE in good repair?	<input type="radio"/>
Does PPE fit properly?	<input type="radio"/>
Does the worker know where the SDSs for substances are kept and how to access them?	<input type="radio"/>
Have you trained workers to use the SDS?	<input type="radio"/>
Does the worker know what to do in emergencies involving the substances, for example, a spill?	<input type="radio"/>
Has the worker been trained to use the first aid equipment to deal with incidents involving hazardous substances, such as splashes?	<input type="radio"/>
Has the worker had practical experience under direct supervision reflecting the risks associated with the hazardous substances?	<input type="radio"/>
Does the worker know to ask their supervisor questions if they don't know how to safely use or store a hazardous substance?	<input type="radio"/>
Do you keep records of worker training and instruction?	<input type="radio"/>

Example [Checklist from WorkSafe Quick Guide](#)

### Chemsafety

Chemsafety offers Chemical Awareness Training, tailored to your workplace to help you meet your training obligations under these regulations. Please contact us on 0800 366 370, [info@chemsafety.co.nz](mailto:info@chemsafety.co.nz)

What does the training & instruction need to cover	How can this be demonstrated	My evidence
2(a) any operations in the worker's work area where hazardous substances are present.	<input type="checkbox"/> List or plan of work areas where hazardous substances are stored or used <input type="checkbox"/> List of workers who work <sup>1</sup> with hazardous substances in those areas	
2(b) the location and availability of known reference material on the hazards, safe handling, and storage of the hazardous substances found in the workplace, including (without limitation) safety data sheets.	<input type="checkbox"/> List of applicable documents/resources (e.g. SOPs, response guides) and where to find them <input type="checkbox"/> Location of safety data sheets and (if applicable) condensed key information and how to access them	

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<sup>1</sup> Including use, handle, manufacture or store hazardous substances

What does the training & instruction need to cover	How can this be demonstrated	My evidence
<p>3(a) training and instruction in the following:</p> <ul style="list-style-type: none"> <li>• the physico-chemical and health hazards associated with the hazardous substances the worker uses at work;</li> <li>• the procedures (if applicable) for the safe use, handling, manufacture, storage, and disposal of the hazardous substances;</li> <li>• practice in the safe use of plant (including personal protective equipment) necessary to manage the hazardous substances;</li> <li>• the worker's obligations under the regulations:               <ul style="list-style-type: none"> <li>○ take reasonable care of own health and safety;</li> <li>○ take reasonable care that acts or omissions do not adversely affect the health and safety of others;</li> <li>○ comply with any reasonable instruction given by the PCBU;</li> <li>○ cooperate with any reasonable policy or procedure of the PCBU</li> <li>○ wear PPE provided by the PCBU</li> </ul> </li> <li>• the actions that the worker should take in an emergency involving the hazardous substances.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attendance records and course syllabus for any training that covers these items (whether in-house or external provider), including which substances or groups of substances</li> <li><input type="checkbox"/> Competency records for operating procedures</li> <li><input type="checkbox"/> Emergency response drills / training / testing records</li> </ul>	

What does the training & instruction need to cover	How can this be demonstrated	My evidence
3(b) an appropriate period of practical experience of the matters described in paragraph (a), under direct supervision in the workplace.	<input type="checkbox"/> Details how long the PCBU has determined as appropriate for the various roles / procedures / activities / substances / groups of substances. <input type="checkbox"/> Evidence that the workers have completed this practical experience (or are still being supervised)	
6 - A PCBU who can demonstrate, by documentation or certification, that a worker's previous experience or training (or both) has resulted in training equivalent to that described in subclause (3) is not required to provide training and instruction in accordance with subclause (3) unless the PCBU considers refresher training to be necessary.	<input type="checkbox"/> Documentation that has satisfied the PCBU <input type="checkbox"/> Statement whether or not refresher is required <input type="checkbox"/> Details of refresher training & completion records.	
Despite subclause 6, a worker with equivalent training who is new to the workplace must receive site-specific induction and have appropriate supervised experience at the new workplace.	<input type="checkbox"/> Induction information and completion records <input type="checkbox"/> Details how long the PCBU has determined as appropriate for the various roles / procedures / activities / substances / groups of substances.	
	Training records should include details such as: <ul style="list-style-type: none"> <li>— date of training</li> <li>— materials covered</li> <li>— name of trainer or institution</li> <li>— results of evaluation and any qualifications obtained</li> <li>— any other relevant information.</li> </ul>	