

## **Training Records Checklist**

Under <u>Regulation 4.5</u> 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.

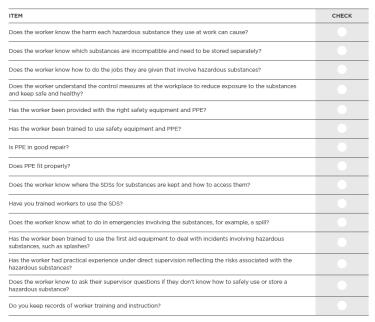
Details about what training is required, and examples of how this can be demonstrated, are shown on the following pages.

## **Further information**

## WorkSafe Website

Training under General Risk and Workplace Management Regulations - <u>Providing information, training, instruction or supervision for workers</u>

Training under Hazardous Substances Regulations - Information, instruction, supervision and training



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, <a href="mailto:info@chemsafety.co.nz">info@chemsafety.co.nz</a>



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	☐ List or plan of work areas where hazardous	
hazardous substances are present.	substances are stored or used	
	☐ List of workers who work¹ with hazardous	
	substances in those areas	
2(b) the location and availability of known reference	☐ List of applicable documents/resources (e.g.	
material on the hazards, safe handling, and storage of	SOPs, response guides) and where to find them	
the hazardous substances found in the workplace,	☐ Location of safety data sheets and (if applicable)	
including (without limitation) safety data sheets.	condensed key information and how to access	
	them	

<sup>&</sup>lt;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
3(a) training and instruction in the following:	☐ Attendance records and course syallbus for any	
the physico-chemical and health hazards	training that covers these items (whether in-house	
associated with the hazardous substances the	or external provider), including which substances or	
worker uses at work;	groups of substances	
the procedures (if applicable) for the safe use,	☐ Competency records for operating procedures	
handling, manufacture, storage, and disposal of	☐ Emergency reponse drills / training / testing	
the hazardous substances;	records	
practice in the safe use of plant (including personal		
protective equipment) necessary to manage the		
hazardous substances;		
the worker's obligations under the regulations:		
<ul> <li>take reasonable care of own health and</li> </ul>		
safety;		
o take reasonable care that acts or omissions		
do not adversely affect the health and		
safety of others;		
o comply with any reasonable instruction		
given by the PCBU;		
o cooperate with any reasonable policy or		
procedure of the PCBU		
<ul> <li>wear PPE provided by the PCBU</li> </ul>		
the actions that the worker should take in an		
emergency involving the hazardous substances.		



What does the training & instruction need to cover	How can this be demonstrated	My evidence
3(b) an appropriate period of practical experience of	☐ Details how long the PCBU has determined as	
the matters described in paragraph (a), under direct	appropriate for the various roles / procedures /	
supervision in the workplace.	activities / substances / groups of substances.	
	☐ Evidence that the workers have completed this	
	practical experience (or are still being supervised)	
6 - A PCBU who can demonstrate, by documentation or	☐ Documentation that has satisfied the PCBU	
certification, that a worker's previous experience or	☐ Statement whether or not refresher is required	
training (or both) has resulted in training equivalent to	☐ Details of refresher training & completion	
that described in subclause (3) is not required to	records.	
provide training and instruction in accordance with		
subclause (3) unless the PCBU considers refresher		
training to be necessary.		
Despite subclause 6, a worker with equivalent training	☐ Induction information and completion records	
who is new to the workplace must receive site-specific	☐ Details how long the PCBU has determined as	
induction and have appropriate supervised experience	appropriate for the various roles / procedures /	
at the new workplace.	activities / substances / groups of substances.	
	Training records should include details such as:	
	— date of training	
	— materials covered	
	— name of trainer or institution	
	— results of evaluation and any qualifications	
	obtained	
	— any other relevant information.	