



Training Checklist

Use this checklist to help ensure your workers receive all the information, instruction, and training they need to do their work. The training your workers need depends on the substances you have and how you use and store them.

This checklist is a good start, but for piece of mind consider getting Chemsafety to run a tailored training session which will teach your workers about your specific substances and the hazards on your site.

Does the worker know the harm each hazardous substance they use at work can cause?	<input type="checkbox"/>
Does the worker know which substances are incompatible and need to be stored separately?	<input type="checkbox"/>
Does the worker know how to do the jobs they are given that involve hazardous substances?	<input type="checkbox"/>
Does the worker understand the control measures at the workplace to reduce exposure to the substances and keep safe & healthy?	<input type="checkbox"/>
Has the worker been provided with the right safety equipment and PPE?	<input type="checkbox"/>
Is PPE in good repair?	<input type="checkbox"/>
Does the PPE fit properly?	<input type="checkbox"/>
Does the worker know where the SDS's for the substances are kept and how to access them?	<input type="checkbox"/>
Have you trained workers to use SDS's?	<input type="checkbox"/>
Does the worker know what to do in emergencies involving the substance, for example, a spill?	<input type="checkbox"/>
Has the worker been trained to use the first aid equipment to deal with incidents involving hazardous substances, such as splashes?	<input type="checkbox"/>
Has the worker had practical experience under direct supervision reflecting the risk associated with the hazardous substances?	<input type="checkbox"/>
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="checkbox"/>
Do you keep records of worker training and instruction?	<input type="checkbox"/>





Regulations & Sign Off

The following is information that your workers need to know, and understand, about their obligations under the Health & Safety at Work (Hazardous Substances) Regulations 2017.

Duties of Workers

While at work, a worker must;

- a) Take reasonable care for his or her own health & safety, and;
- b) Take reasonable care that his or her acts or omissions do not adversely affect the health & safety of other persons, and;
- c) Comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations, and;
- d) Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified by workers.

Duty of Worker to Wear or Use Personal Protective Equipment

- 1) This regulation applies to a worker;
 - a) Who has been provided with personal protective equipment by a PCBU under regulation 15(2); or
 - b) Who has chosen to provide his or her personal protective equipment under regulation 16(1)
- 2) The worker must wear or use the personal protective equipment in accordance with any information, training, or reasonable instruction by the PCBU,
- 3) The worker must not intentionally misuse or damage the equipment,
- 4) The worker must inform the PCBU of any damage to, defect in, or need to clean or decontaminate any of the equipment that the worker becomes aware of.

Please sign below to acknowledge that training to the above checklist has been completed and you understand your obligations above.

Worker	Date	Signature

For help with training specific to your site or for respirator fit testing please contact Chemsafety on 0800 366 3700 or info@chemsafety.co.nz