
SAFETY TRAINING RECORD TEMPLATE

Employee Name	Department	Job Title	Training Date	Training Topic	Trainer Name	Duration	Location	Completion Status (Pass/Fail)	Comments	Follow-Up Action	Due Date	Responsible Person	Reviewed By	Review Date	Signature

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

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Usage Instructions

1. Employee Information:

Fill in the employee's name, department, and job title in the designated fields.

2. Training Details:

Enter the date of the training, the topic covered, the trainer's name, and the duration of the session.

3. Location:

Specify where the training took place.

4. Completion Status:

Indicate whether the employee passed or failed the training.

5. Comments:

Add any relevant notes or observations about the training session.

6. Follow-Up Actions:

If any follow-up is required, detail the action to be taken, the due date for completion, and the person responsible for overseeing it.

7. Review:

Include the name of the person who reviewed the training record, the review date, and obtain their signature to confirm the record has been reviewed.

8. Repeat as Necessary:

Use additional rows as needed for multiple training sessions for different employees.

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