Training and Qualifications Register

PURPOSE

The MAQOHSC Training and Qualifications Register is designed as a practical means for an organisation to keep accurate records of scheduled and completed training for all workers, inclusive of contractors.

Legislation requires you to not only provide training and instruction to your workers, but to ensure records of that training and instruction are maintained.

Records of all training and qualifications should be entered into the Training and Qualifications Register, this includes:

1) Workplace Inductions;
2) WHS Policies and Procedurers;
3) Risk Assessments and Management Plans;
4) Safe Operating Procedures;
5) Emergency Response Training;
6) Licences and Competencies; and
7) Formal Qualifications

Existing workers should be entered into the Training and Qualifications Register along with their up to date training records and you should enter new workers members as they are employed. As a worker completes any training the results shall be entered along with the recommended date for refresher training.

A responsible person should be assigned to maintain the Training and Qualifications Register.

DISCLAIMER

IMPORTANT: The information in this template is of a general nature, and should not be relied upon as individual professional advice. If necessary, legal advice should be obtained from a legal practitioner with expertise in the field of Work Health and Safety law (SA).

Although every effort has been made to ensure that the information in this guide is complete, current and accurate, the Mining and Quarrying Occupational Health and Safety Committee, any agent, author, contributor or the South Australian Government, does not guarantee that it is so, and the Committee accepts no responsibility for any loss, damage or personal injury that may result from the use of any material which is not complete, current and accurate.

Users should always verify historical material by making and relying upon their own separate inquiries prior to making any important decisions or taking any action on the basis of this information.

CREATIVE COMMONS

CONTACT INFORMATION
Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC)
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Keswick SA 5035
Phone: (08) 8204 9842
Email: maqohsc@sa.gov.au
Website: www.maqohsc.sa.gov.au

Insert Company Logo		Company & Workplace Induction Training Register					
Worker Surname	**Worker First Name**	**Employment Status**	**Company Induction Date**	**Workplace Orientation Date**	**Add Title**	**Add Title**	**Add Title**
Insert Name	Insert Name	Insert Status	Insert Date Comp				

Work Health & Safety Management System - Policy and Procedure Training Register

Insert Company Logo

Worker Surname	Worker First Name	Work Health & Safety Policy	Obligations & Due Diligence	Roles & Responsibilities	Workers Dust & Respiratory Information Session	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title
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Risk Assessments and Management Plans Training Register

Insert Company Logo																										

Risk Assessments

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Worker Surname	Worker First Name	Chief Warden	Warden	Senior First Aid (3 Yearly)	CPR Refresher (Annually)	Use of Portable Fire Extinguishers	Confined Space Rescue	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title
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Insert Company Logo		Licences & Certificates / Verification of Competencies Register														
		Drivers Licence Class					High Risk Work Licence Class								Explosives	
Worker Surname	Worker First Name	Class C	Class MR	Class HR	Class HC	Class MC	Elevated Work Platform	LF Forklift	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Trainee Blaster Licence	Blaster Licence (3 years)
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Load shifting Competencies (NSA / VOC / COC)							Other Competencies (SOA)										
LL Front End Loader	LE Excavator	LZ Dozer	LS Skid Steer	HS Haul Truck	Add Title	Add Title	Safe Working in Confined Space (SOA)	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title	Add Title
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