

FARM NAME:

ON-THE-JOB TRAINING RECORD

Keep a copy of this form in the worker's record of training.

Worker name:	
Job title:	
Date of training:	
TRAINING RECORD INSTRUCTIONS	
<ol style="list-style-type: none"> 1. Use this form to document training provided to workers on job tasks. 2. Enter details of hazards and controls associated with the job task and any training provided. Ensure to capture if training was paper based, eLearning or hands on. 3. Once finished, have the employee sign the bottom to indicate he/she has received the training. 4. Once the training is completed, a copy will go to the appropriate supervisor and the original to the worker file. 5. Provide refresher sessions as tasks change on the farm. 	
TASK TO BE PERFORMED:	
Hazard and controls:	
Training provided:	
Name of trainer:	

Training Sign off

 Supervisor Signature

 Worker Signature

 Date