

Ref.		Item	Rating	Comments
1	3.1; 4.1.2; App 2	Have new starters completed their mandatory SHE induction training?		
2	4.1.7	Have established staff completed relevant refresher training?		
3	4.1.5; App 3	Have Line Managers and Supervisors undertaken training needs assessments for their staff, existing and new starters?		
4	4.1.4; 4.1.7	Have new starters completed training identified through their training needs assessment?		
5	4.1.7	Are records available for On the job training identified as part of a training needs assessment? Do records include name?		
6	4.2.1	Have the training records or contractors working on behalf of a manager or supervisor been reviewed in assessing their competence to undertake a specific task?		
7	4.4.1	Have exemptions to hazard defined training been established for specific staff? Has such exemption been documented?		