Summary Record of Training template

Company:

Location:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee’s name | Training completion date | | | | | | | Comments |
| Site orientation | First aid | | Emergency response plan | WHMIS | Work procedures | Other |
| Initial | Retraining |
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