Owner: Health, Wellbeing and Safety (HR)

Last Review: 5 August 2019

This document provides managers with a template that can be used to develop a safety training plan for employees who work in teams they manage.

Two examples have been provided to assist Managers complete Training Plans for teams they are responsible for.

Training Plans should be reviewed annually and maintained on a shared drive or folder that team members have access to. Copies should be sent to the HWS Manager for your faculty or the HWS team, as appropriate.

**Example Training Plan Template – Warehouse**

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| **Position** | **Name** | **Training Unit Name** | **Cycle (months)** | **Training type** | **Provider name** | **Completed previously (Y/N)** | **Next due date** | **Date completed** | **Overdue (Y/N)** | **Entered into Deakin Achieve (Y/N)** |
| *Warehouse supervisor* | *J Smith* | *Manual handling training* | *24* | *Face to face* | *Deakin HWS* | *Y* | *May 2019* |  | *N* | *Y* |
| *Warehouse supervisor* | *J Smith* | *Forklift licence* | *60* | *Licence* | *WorkSafe Vic* | *Y* | *August 2020* |  | *N* | *Y* |
| *Warehouse supervisor* | *J Smith* | *Safe Forklift Operation refresher training* | *24* | *Face to face* | *A1 Warehouse Training* | *Y* | *August 2018* |  | *N* | *Y* |
| *Warehouse supervisor* | *J Smith* | *Pallet Wrapping Machine – refresher safety* | *24* | *Face to face* | *Deakin – team supervisor/HWS* | *Y* | *May 2019* |  | *N* | *Y* |
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**Example Training Plan Template – Laboratory**

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| **Position** | **Name** | **Training Unit Name** | **Cycle (months)** | **Training type** | **Provider name** | **Completed previously (Y/N)** | **Next due date** | **Date completed** | **Overdue (Y/N)** | **Entered into Deakin Achieve (Y/N)** |
| *Laboratory X - Research Assistant* | *M Nguyen* | *Laboratory Safety Basics* | *24* | *Online* | *Deakin Cloud* | *Y* | *February 2020* |  | *N* | *Y* |
| *Laboratory X - Research Assistant* | *M Nguyen* | *Laboratory X induction* | *N/A*  | *Face to face* | *SEBE HWS Manager* | *Y* | *N/A* | *February 2014* | *N* | *N/A* |
| *Laboratory X - Research Assistant* | *M Nguyen* | *Autoclave safety* | *24* | *Online followed by competency verification* | *Deakin Cloud/ SEBE HWS Manager* | *Y* | *February 2020* |  | *N* | *N/A* |
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**Training Plan – [INSERT TEAM/DIVISION NAME]**

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| **Position** | **Name** | **Training Unit Name** | **Cycle (months)** | **Training type** | **Provider name** | **Completed previously (Y/N)** | **Next due date** | **Date completed** | **Overdue (Y/N)** | **Entered into Deakin Achieve (Y/N)** |
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