

# Documenting Training Records

## Importance of Training Records

Detailed recordkeeping is essential for all training programs. Good records make tracking a worker's training simple and efficient, and will help prompt supervisors when refreshers or annual training are needed. Training records are reviewed during inspections to ensure your organization is in compliance, so it is important to have thorough and accessible records.

Keeping good training records is always the best practice. However, **some records are required under safety legislation**. Check to make sure:

1. What training is required for workers;
2. If records are required under the legislation;
3. What must be included on the records;
4. How long you need to keep the records.

For thorough training records, consider including:

- The employee's name
- The date of the training
- The name of the trainer
- The topic covered

### How long do we have to keep training records?

Sometimes a regulation will tell you how long to keep training records, but more often than not, there is no requirement.

When there is no requirement, an employer can create a policy for maintaining training records. This policy is up to the employer, but could outline a number of years, or even the worker's full period of employment. The second option would show evidence of a complete training history.

### How do WSCC Safety Officers or Inspectors of Mines use training records?

Training records are a legal requirement for some subjects. They review training records when regulations require that you keep the records. The Safety Officers or Inspectors of Mines will check how complete the records are. They will also note how easy the records are to find, which gives an indication of how organized your training program is. The most important method they use to evaluate your compliance is to ask employees about the training they have received.

### Benefits of your Training Records

- They help determine when annual refresher training is required.
- They keep track of employee qualifications for job assignment(s).

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## **Review the NWT and Nunavut regulation sections relevant to your operations**

*Occupational Health and Safety Regulations*

### **Exposure Control Plan**

Section 88(3)

### **Respiratory Protective Devices**

Section 91. (5).

### **Designated Signallers**

Section 138. (1) (c).

### **Designated Operator**

Section 210(6).

### **Fire Safety Plan**

Section 394. (3) (c)

## **Flammable or Explosive Substance in Atmosphere**

Section 403. (3)

## **Proximity to Exposed Energized High Voltage Conductors**

Section 460. (3).

## **Training of Firefighters**

Section 479. (1)

*Mine Health and Safety Regulations*

## **Training Program**

Section 6.09. (1)

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