
5.0 TRAINING AND COMPETENCY RECORDS

5.1. HSE TRAINING MATRIX

Purpose:

To track which employees have completed required HSE training courses and identify gaps.

Format: Excel Table

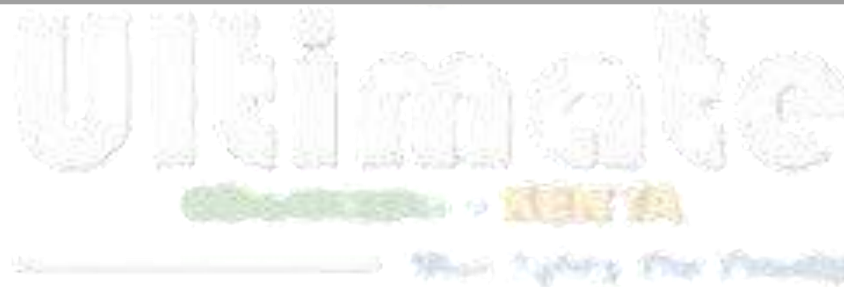
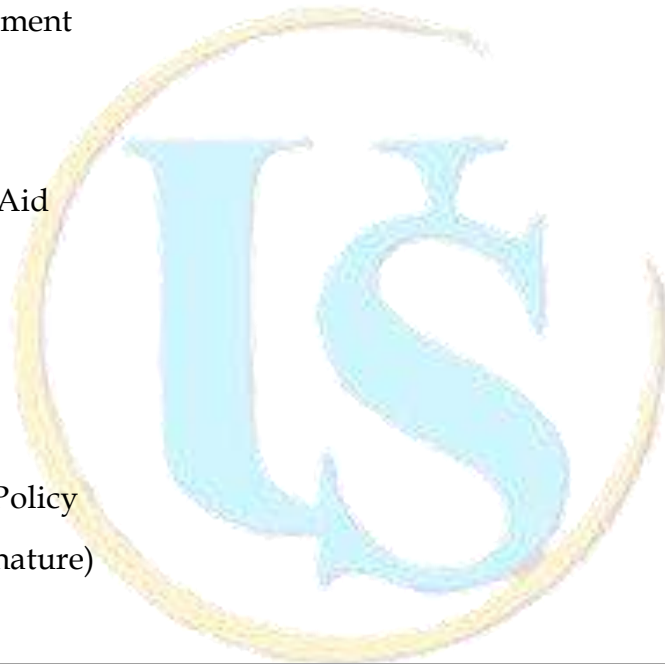
Employee Name	Job Title	Fire Safety	First Aid	PPE Use	Manual Handling	Working at Heights	Confined Space	HSE Induction	Remarks
John Doe	Technician	✓ 01/01/25	✓ 01/01/25	✗	✓ 01/01/25	✓ 01/01/25	✗	✓ 01/01/25	Needs CS training

✓ = Completed ✗ = Not Completed (Date format: DD/MM/YY)

5.2. HSE INDUCTION BOOKLET (OUTLINE)

Sections:

1. Welcome and HSE Policy Statement
2. Workplace Hazards Overview
3. Fire Safety and Evacuation
4. Emergency Contacts and First Aid
5. Use of PPE
6. Incident Reporting
7. Roles and Responsibilities
8. Site Rules and Housekeeping
9. Smoking, Drugs, and Alcohol Policy
10. Sign-off Page (for new hire signature)



5.3. TOOLBOX TALK TEMPLATE

Toolbox Talk Title:	
Date:	
Location/Site:	
Facilitator Name:	

1. Topic Summary:

(E.g., Safe Ladder Use, Hand Protection, Hydration)

2. Key Discussion Points:

- Hazards involved
- Safe practices
- Relevant incidents or lessons learned

3. Attendees (Name & Signature):

Name	Job	Title	Signature

5.4. TRAINING NEEDS ASSESSMENT (TNA)

Objective:

To identify skill and knowledge gaps among staff and plan training programs accordingly.

Employee Name	Department	Job Role	Current Competencies	Gaps Identified	Recommended Training	Priority (High/Med/Low)
Jane Wanjiru	Engineering	Welder	Fire Safety, PPE Use	Confined Space	Confined Space Entry	High



5.5. COMPETENCY ASSESSMENT FORM

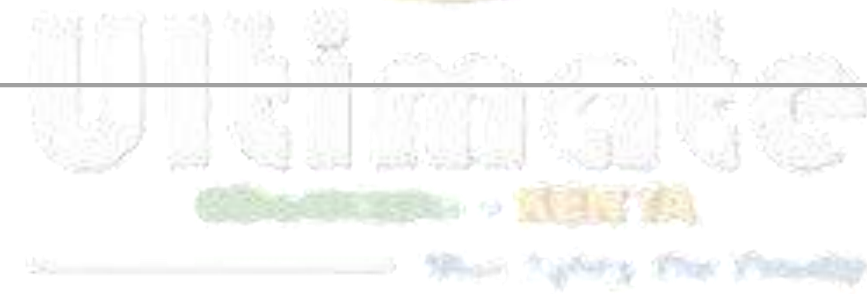
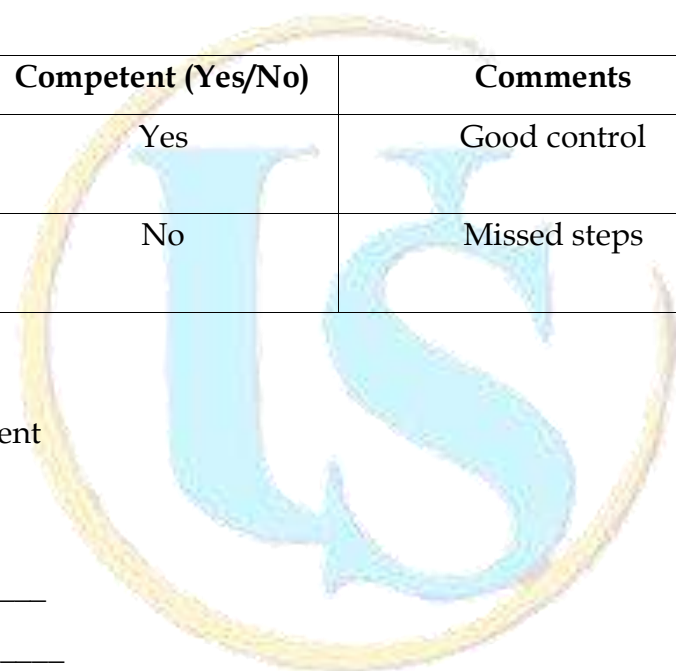
Employee Name			
Job Title:			
Assessed By:			
Date:			
Task/Skill	Competent (Yes/No)	Comments	Retraining Required
i. Operating Forklift	Yes	Good control	No
ii. Applying Lockout/Tagout	No	Missed steps	Yes

Overall Competency Level:

Competent Not Yet Competent

Signatures:

- Assessor: _____
- Employee: _____



5.6. TRAINING ATTENDANCE REGISTER

Training Title:				
Date:				
Trainer:				
Location:				
No.	Name	Department	Job Title	Signature
1				
2				
3				

