








/BRANCH [INSERT NAME OF SCHOOL/BRANCH]

This template is recommended where there is a large number of personnel. It is suggested that you divide your School/Branch into workgroups. A School/Branch principal/Manager/Supervisor/Team Leader to be responsible for the management of each individual workgroup Training Plan.

LEGEND

Essential (Day-3) (Note: The timeframe is determined by the School/Branch)  Essential (one off instruction/training prior to completing the activity accessing an area)  Essential prior to commencement of activity then refresh each year  Essential prior to commencement of activity then refresh each 2 yrs  Essential prior to commencement of activity then refresh each 3 yrs  Essential prior to commencement of activity then refresh each 5 yrs  Not Applicable 

| WORKGROUP           | Name of staff member [Manager, Team Leader] | Name of staff member (HSW) | Name of staff member | Name of staff member | Name of staff member | Name of staff member | Name of staff member | Name of staff member Chief (Warden) | Name of staff member (Warden) | Name of staff member (First Aid Officer) | Name of staff member |
|---------------------|---|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------------|-------------------------------|--|----------------------|
| Level 3 Training    |   |                            |                      |                      |                      |                      |                      |                                     |                               |  |                      |
| Chief Warden        |   |                            |                      |                      |                      |                      |                      |                                     |                               |  |                      |
| Warden (Level 1)    |   |                            |                      |                      |                      |                      |                      |                                     | 5/11/14                       |  |                      |
| First Aid Training  |   |                            |                      |                      |                      |                      |                      |                                     |                               | 16/7/16                                  |                      |
| Fork lift operation |   |                            |                      |                      |                      |                      |                      |                                     |                               |  |                      |