

# Training Records Readiness Checklist

**Purpose:** To assess whether your organization can **demonstrate due diligence** by proving that required training was identified, delivered, documented, refreshed, and enforced.

## 1. Training Inventory & Coverage

- A master list exists of all **mandatory training** by role, hazard, and jurisdiction
- Training requirements are reviewed **at least annually**
- New roles and job changes trigger a training review
- Contractors and temporary workers are included where required

**Evidence to produce:** Training matrix by role or job classification

## 2. Individual Training Records

- Each worker has an individual training record
- Records clearly show: Course title, Date completed, Delivery method (eLearning, ILT, toolbox, etc.), Instructor or provider
- Records are retained even after an employee leaves

**Red flag:** Training completed but not tied to a specific individual

## 3. Proof of Competency (Not Just Attendance)

- Training includes a knowledge check, quiz, or assessment
- Practical or hands-on training is documented where required
- Supervisors sign off where competency must be observed
- Refresher training is tracked and enforced

**Evidence to produce:** Quizzes, evaluations, sign-offs, or LMS completion reports

## 4. Training Delivery Consistency

- Standardized training content is used across locations
- Outdated materials are removed from circulation
- Language accessibility is addressed (English, Spanish, French, etc.)
- Remote and offline workers are included

## 5. Record Storage & Retrieval

- Training records are stored in **one central system**
- Records can be retrieved within **24 hours** of a request
- Backups exist and are tested
- Records are protected from alteration or loss

**Reality check:** If an inspector asked today, could you produce records **by name** and **by topic**?

## 6. Incident & Enforcement Readiness

- Training records are linked to incident investigations
- Gaps trigger corrective action and retraining
- Near misses are used to update training content
- Training history can be shown for injured workers

## 7. Management Oversight

- Leadership receives training compliance reports
- Overdue training is visible and escalated
- Supervisors are accountable for team compliance
- Training completion is enforced, not optional

### Readiness Score

- **0-7 gaps:** High legal exposure
- **8-14 gaps:** Moderate risk, poor defensibility
- **15+ gaps:** Strong due diligence posture