

Records

- Year Planner
- Incident Record and Remedial Action
- Accident book
- Training records
- Maintenance of equipment/lift reports etc



Year Planner

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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You should record important dates such as lift inspection visits on this chart.

Incident Record Sheet

Incident	Action Taken

Accident Book

You should affix your accident book/paper records here, or directions as to where accidents should be recorded.

Staff Training Record

Name: _____ Under 18?
 Telephone Number: _____
 Address: _____

Subject	Date	Initials
Procedures/Policy		
Health and Safety		
Policy/Statement		
Accident reporting		
First Aid at work		
Fire		
Electricity/Gas Safety		
Protection		
Asbestos		
Chemical Safety		
Dermatitis		
Work related asthma		
Legionella		
Radon		
Good Practices		
Slips and trips		
Working at height		
Manual handling		
Violence and aggression		
Staff working alone		
Workplace transport		
Machinery safety		
Other Training		

Name: _____
 Telephone Number: _____
 Address: _____

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