

## 14. Cleaning Technique Training Record

<b>Employee</b>			
<b>Staff No.</b>		<b>Job Title</b>	Cleaning operative

### PLEASE COMPLETE ON FIRST DAY OF EMPLOYMENT

Task	Date	Trainer Signature	Employee Signature
Personal Protective Equipment			
Site Induction/Familiarisation			
Accident reporting			
First-aid arrangements			
Defect reporting			
Emergency arrangements (eg. Fire)			
Work at height			
Slips, Trips and Falls			
Safe use of hazardous substances			
Safe use of work equipment			
Electrical safety			
Manual handling			
Lone working procedures			
Other			