

13. Safety Training and Competency Register

This register is a record of training, qualifications, experience and competencies for your employees. Complete the register for each employee, noting Site Safe training that has been completed, along with other safety and trade training undertaken. List certificates, licences and other formal qualifications in the column to the right of the training section. Record employee competence level for the job he/she will be carrying out on site in the column on the far right below. Use the LULU system shown at the bottom of the register or other system to record competency level. Share this information with other contractors working alongside you to communicate the levels of competence of your staff.

Name	Site Induction Date	Current Site Safe Card Type and Number (See key below)	Current Site Safe Card Expiry Date	Other Site Safe Training (See key below)	Training, Qualifications, Experience			Competence
					Trade and Skills Training (Specify all types)	Formal Qualifications, Certificates, Licences, and Unit Standards (Specify all types)	No. Years' Experience in Current Job	Level of Competence in Current Job (use LULU)

Key:

Types of qualifications, certificates, licences, unit standards, other: <ul style="list-style-type: none"> EWP (elevated work platform) PAT (powder actuated tool) FL (fork lift) FA (fall arrest) SCA (scaffold) DOG (dogman) LBP (Licensed Building Practitioner – card type and number) 	<ul style="list-style-type: none"> CRA (crane – specify type) MP (mobile plant – specify type) RELECT (registered electrical worker) ELTAG (electrical testing and tagging) STMS (site traffic management supervisor) TC (traffic controller) EXP (explosives) NZQA (trade or safety units) 	Site Safe training (card types): BCP (Commercial and Residential), CIV (Civil), ELEC (Electrical), MTCE (Maintenance), and ADV (Advanced Passport/Workplace Safety), CON (Consultants), HHC (Height and Harness Course), HSR (Health and Safety Representative), SUPG (Supervisor Gold Card), SUPGU (Supervisor Gold Card Update), CMC (Construction Management Course), LC (Leadership Course), CCSS (Certificate in Construction Site Safety).
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LULU competence designation for use in “Competence” column at above right (or use other designation system such as 1-5)
 I Under direct supervision, is not competent (watch all the time); L under supervision, is partially competent (line of sight); U Indirect or occasional supervision, is partially competent (supervision nearby); □ Fully competent to work unsupervised; ☑ Competent to train.