



RTO Safety Training Pty Ltd

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 Email: bookings@sydneysafety.com.au

ONSITE TRAINING CHECKLIST

Course Name:	
Conducted at:	Start Date:
Proposed Start Time: (we need a 7 hour day)	
<i>If trainee does not have a National Unique Student Identifier (USI) we need on the training day a copy of either their Australian Drivers Licence / Medicare Card / Passport to obtain USI for them. No training certificates issued to persons who do not have a USI or provide copies of those documents.</i>	

Please complete the checklist below where we are going to conduct training at your site. This just ensures our trainer is properly prepared and equipped to provide a high quality training session...thank you

TRAINING ROOM FACILITIES					
Chairs & Tables for student	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Air-Conditioned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lighting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Tea/Coffee Facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Power Point	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Trainer Car Parking	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Flat Screen TV	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Meals Provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Digital Projector	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Lunch Shop Nearby	<input type="checkbox"/> Yes	<input type="checkbox"/> No
White Board	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Confined Space Practical			Safe Work at Heights Practical		
Pit for tripod or Confined space	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Secure heights area ie Factory mezzanine or metal frame stairway. If problem call to discuss.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Davit & Winch	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved Anchor Points	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tripod	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Static Lines	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Harnesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fixed Ladder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Gas Monitor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Portable Ladder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Spreader Bar	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Platform Ladder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confined Space Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Harnesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confined Space Procedure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Heights Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If we have any questions as a result of the check list, we will call you. We may even decide to conduct a site inspection depending on your answers and our discussions, this is a free visit.

Sydney Safety Training Office Use	
<input type="checkbox"/> Training Venue Suitable	<input type="checkbox"/> Site Visit required
<input type="checkbox"/> Call to discuss	<input type="checkbox"/> Take Digital Projector & Speakers
<input type="checkbox"/> Take full confined space kit	<input type="checkbox"/> Take full heights training kit
<input type="checkbox"/> Take SWH/CS1D/CS2D/CS3D/CSR training packs	<input type="checkbox"/> Extension Lead & multi plug board
<input type="checkbox"/> Copy of company's relevant permit	<input type="checkbox"/> Copy of company's procedure