

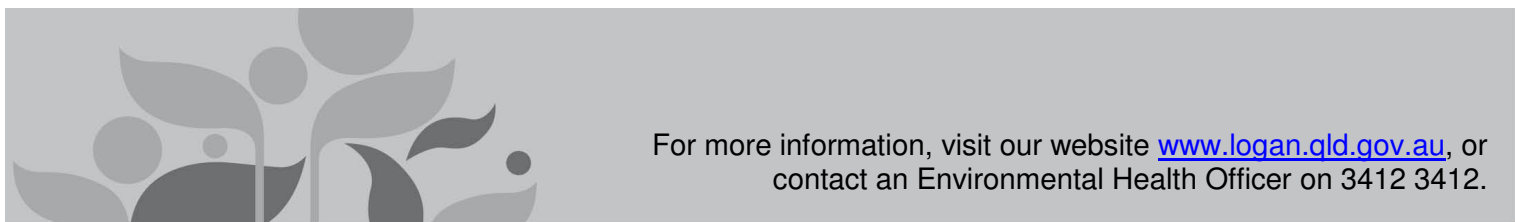
Staff Training Records

All staff must have appropriate skills and knowledge in food safety and hygiene matters.

Name	Date of training	Name of Training Provider	Type of training	Length of training	Training satisfactorily completed	Is this person a Food Safety Supervisor?
<i>e.g. Bill Logan</i>	<i>30/06/09</i>	<i>Registered Food Safety Training Consultant</i>	<i>National competency codes THHGHS01B & THHBCC11B</i>	<i>2 days</i>	<i>Yes, statement of attainment</i>	<i>Yes</i>
<i>e.g. David Smith</i>	<i>12/07/09</i>	<i>Bill Logan (Food Safety Supervisor)</i>	<i>In-house induction training</i>	<i>4 hours</i>	<i>Yes</i>	<i>No - food handler</i>
<i>e.g. Brad Brown</i>	<i>14/07/09</i>	<i>Logan City Council I'M ALERT</i>	<i>On-line sections completed foodborne illness, hygiene of food handlers and health of persons who handle food.</i>	<i>17 minutes</i>	<i>Yes, training acknowledgement form printed out</i>	<i>No - food handler</i>

Photocopies of training certificates should be kept as records.

This template should be adapted to suit your business. Records are to be kept up-to-date, filled in correctly and kept on site.



For more information, visit our website www.logan.qld.gov.au, or contact an Environmental Health Officer on 3412 3412.

