



Management Training Checklist 2010

Last Updated: March 4, 2010

Name (Please Print): _____

Management Position: _____

Date: _____

Certificates Submitted:

- Current Driver's Abstract on file (all drivers)
- Copy of Valid Driver's licence (Class?) _____
- Copy of First Aid Training (Level?) _____
- (All staff must have minimum of OFA Level 1)**
- S100 Training Current (all field management)
- Copy of Danger Tree Certificate (if applicable)
- Copy of FoodSafe Certificate (all cooks)

Training completed:

- WHMIS Current (all staff)
- TDG Current (all staff)
- Bear Aware Current (all staff)
- Coast Range Driver Training Current—online & practical (all drivers)
- CSC ATV Course Current (all ATV drivers)
- Due Diligence & OH&S Responsibilities Training Current (all staff)
- Job Description Training Current (all staff)
- EMS and Spill Training Current (all staff)
- Chainsaw Safety (all chainsaw users)
- Spring Management Training Attended and Completed (all staff)

Contracts Signed:

- Orientation (5-pages) signed
- All Appropriate SOP's signed
- Management Training Sessions signed
- Post Training Checklist signed
- Management Contract explained, signed, and copy received

Equipment Issued:

- Management Radio Vest Received



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- Checker Vest Received
- Management Binder Received
- Vehicle Binder & Log Book Received
- Gas Cards Received PetroCan_____
- Husky_____
- ESSO_____
- Other_____

- Palm Pilot Received (list unit#)_____
- Radio Received (list serial #)_____
- Radio Batteries Received (list serial #)_____

- Cell Phone Received (record #)_____
- GPS unit Received_____
- Emergency Vehicle Kit Received:
 - farm jack**
 - hand saw**
 - high-visibility vests**
 - safety glasses**
 - tow rope**
 - jumper cables**
 - air horn**
 - bear spray**
 - spill kit**
 - air pump**
 - first aid kits**
- Other Received (itemize):

Employee Signature