**Task Specific Training Documentation**

Prior to conducting Job Specific Training, the Supervisor/Trainer with Subject Matter Expertise must ensure:

* [Mandatory training courses](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/) have been completed
* [Job specific safety courses](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/#What%20training%20is%20required%20for%20working%20in%20a%20lab?) have been completed

In order to conduct Task Specific Training the Supervisor/Trainer with Subject Matter Expertise must:

1. Instruct the worker to read the relevant protocol/procedure for individual tasks/techniques
   1. Ensure safety measures ([hierarchy of controls](https://srs.ubc.ca/health-safety/research-safety/general-lab-safety/#What%20is%20the%20hierarchy%20of%20controls?)) are integrated into the protocol/procedure. This means the procedure details:
      1. Elimination
      2. Substitution
      3. Engineering Controls
      4. Administrative Controls
      5. Personal Protective Equipment
2. Demonstrate how to do the task as per the protocol/procedure and have the worker observe
3. Instruct the worker to perform the task while you observe them and verify that the workers’ performance meets expectations for safety
4. Document the training using the table below

**By writing your name and initials on the table below, you acknowledge that you have received/provided task specific training as per the steps listed above.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Protocol/Procedure Name or Number** | **Read by trainee** | | | **Proficiency Witnessed by Supervisor/Trainer** | | |
| **Full Name** | **Initial** | **Date** | **Full Name** | **Initial** | **Date** |
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