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| **Workplace Safety Management System Training Record** |
| **Employee Name:** |  | **Employee Unique Number:** |  |
| **Employee Job Role:** |  |
| **Unit Name:** |  | **Unit Number:** |  |
| **Unit Manager:** |  | **Date:** |  |

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| **Training** | **Completion** | **Refresher** |
| **Employee Signature** | **Date** | **Employee Signature** | **Date** |
| Site Safety Information Pack |  |  |  |  |
| STCCL 01 General room & office cleaning |  |  |  |  |
| STCCL 02 Cleaning fixtures, walls, partitions etc. |  |  |  |  |
| STCCL 03 Cleaning of ablution areas |  |  |  |  |
| STCCL 04 Cleaning mirrors & glass |  |  |  |  |
| STCCL 05 Cleaning electrical hand & hair dryers |  |  |  |  |
| STCGE 06 Dealing with spillage of bodily fluids |  |  |  |  |
| STCGE 15 Prevention of medical sharp injuries |  |  |  |  |
| STCGE 05 Disposal of general waste |  |  |  |  |
| STCCL 06 Removing clinical waste |  |  |  |  |
| STCCL 07 Stripping and changing beds |  |  |  |  |
| STCGE 10 Use of step stools and stepladders |  |  |  |  |
| STCGE 03 Damp mopping |  |  |  |  |
| STCCL 08 General vacuum cleaning |  |  |  |  |
| STCCL 09 Using a backpack vacuum cleaner |  |  |  |  |
| STCCL 10 Wet & dry carpet cleaning & shampooing |  |  |  |  |
| STCCL 11 High-level vacuum cleaning |  |  |  |  |
| STCCL 12 Use of rotary floor buffers & scrubbers |  |  |  |  |

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| Document Owner | Workplace Safety | Date of Issue | Jan 23 |
| Classification | Internal Use | Version No | 1.0 |

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| **Training** | **Completion** | **Refresher** |
| **Employee Signature** | **Date** | **Employee Signature** | **Date** |
| STCCL 13 Use of ride-on cleaning equipment |  |  |  |  |
| STCGE 17 Cleaning external waste bins |  |  |  |  |
| STCCL 14 Removing and rehanging curtains |  |  |  |  |
| STCCL 15 Stain, chewing gum & graffiti removal |  |  |  |  |
| STCCL 16 Stripping & sealing hard floor areas |  |  |  |  |
| STCCL 17 General laundry duties |  |  |  |  |
| STCCL 18 Washing machines |  |  |  |  |
| STCCL 19 Tumble dryers |  |  |  |  |
| STCCL 20 Irons |  |  |  |  |
| STCCL 21 Iron presses & rotary ironers |  |  |  |  |
| STCGE 01 Use of microwave ovens |  |  |  |  |
| STCGE 13 Goods receipt & storage |  |  |  |  |
| STCGE 07 Use of roll cages |  |  |  |  |
| STCGE 08 Use of trolleys & sack trucks |  |  |  |  |
| STCGE 05 Use of waste compactors |  |  |  |  |
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