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| BUSINESS AND OFFICE SAFETY TASK CARD – EMPLOYEE TRAINING RECORD | | | | | |
| **EMPLOYEE’S NAME:** | | | **JOB TITLE:** | | |
| Ref | INSTRUCTION GIVEN **Hazards, Risks & Safe System of Work** | Tick if Safety  Task Card is assessment applicable to this employee’s job | Date | Trainer’s Signature | Employee’s Signature |
| OFF 01 | Reception and switchboard duties |  |  |  |  |
| OFF 02 | Security duties |  |  |  |  |
| OFF 03 | Working in post room |  |  |  |  |
| OFF 04 | Guillotines |  |  |  |  |
| OFF 05 | Laminators |  |  |  |  |
| OFF 06 | Paper shedders |  |  |  |  |
| OFF 07 | Photocopying Machines& Printers |  |  |  |  |
| OFF 08 | Use of Franking machines |  |  |  |  |
| OFF 09 | Use of Enveloper machines |  |  |  |  |
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