

## ✓ HSR INITIAL TRAINING (5-DAY COURSE)

	<b>Identify Elected HSRs:</b>	<ul style="list-style-type: none"> <li>• Ensure all newly elected HSRs are identified and their election dates are recorded.</li> </ul>
	<b>Schedule Initial Training:</b>	<ul style="list-style-type: none"> <li>• <b>Deadline:</b> Must be completed within 28 days of election.</li> <li>• <b>Training Provider:</b> Ensure the training is booked with an accredited provider like SDS Training.</li> </ul>
	<b>Confirm Training Completion:</b>	<ul style="list-style-type: none"> <li>• <b>Date Completed:</b></li> <li>• <b>Certification Received:</b> Ensure the HSR has received their completion certificate.</li> </ul>
	<b>Record Keeping:</b>	<ul style="list-style-type: none"> <li>• <b>Documentation:</b> Store all training records and certificates in a secure location for future reference.</li> </ul>

## ✓ HSR REFRESHER TRAINING (1-DAY COURSE)

	<b>Schedule Annual Refresher Training:</b>	<ul style="list-style-type: none"> <li>• <b>Frequency:</b> Must be completed annually.</li> <li>• <b>Next Due Date:</b></li> <li>• <b>Training Provider:</b></li> </ul>
	<b>Confirm Training Completion:</b>	<ul style="list-style-type: none"> <li>• <b>Date Completed:</b></li> <li>• <b>Certification Received:</b></li> </ul>
	<b>Record Keeping:</b>	<ul style="list-style-type: none"> <li>• <b>Documentation:</b> Maintain a record of all refresher training sessions and certificates.</li> </ul>

## ✓ ONGOING COMPLIANCE

	<b>Set Reminders:</b>	<ul style="list-style-type: none"><li>• Use a calendar or reminder system to ensure you stay on top of training deadlines.</li></ul>
	<b>Regular Review:</b>	<ul style="list-style-type: none"><li>• <b>Frequency:</b> Review HSR training records quarterly to ensure ongoing compliance.</li></ul>
	<b>Training Updates:</b>	<ul style="list-style-type: none"><li>• <b>Stay informed</b> about any changes in HSR training requirements by regularly consulting relevant authorities or your training provider.</li></ul>

## ✓ ADDITIONAL NOTES

	<b>Communication:</b>	<ul style="list-style-type: none"><li>• Ensure that all HSRs and relevant stakeholders are aware of the new training deadlines and requirements.</li></ul>
	<b>Support Resources:</b>	<ul style="list-style-type: none"><li>• Provide HSRs with access to additional resources or training materials to support their role.</li></ul>

### Final Checklist Review:

- ☐ All HSRs Have Completed Initial Training
- ☐ All HSRs Are Scheduled for Refresher Training
- ☐ Training Records Are Up-to-Date and Accessible
- ☐ Future Training Dates Are Scheduled and Confirmed

### Need Help?

If you have any questions or need assistance with HSR training, contact SDS Training. We're here to help you ensure your workplace remains compliant and safe.

**Contact SDS Training**  
[sdstraining.edu.au](https://sdstraining.edu.au)