



**Municipal Safety Council**  
NEWFOUNDLAND AND LABRADOR

1/18/2017

Re: *Employee Training Log*

**Attention: Town Clerks/Committee Members and WH&S Representative or Designate**

The Municipal Safety Council Newfoundland & Labrador (MSCNL) was established to promote and improve all aspects of occupational health & safety and return to work in the Newfoundland & Labrador Municipal sector.

MSCNL is designed and created to bring focus to the issues of workplace injuries in the Municipal Sector and to assist safety practices, education and training needs for our Municipalities and Local Service Districts.

The attached *Employees Training Log* has been created to assist your Town in keeping up to date records of your employees training expiration dates. Just input the names of employees across the top of the page in the space provided, and insert below each name the dates of training. If you have more than 9 employees, please print off the page twice to complete.

Please return to MSCNL once completed so that a training schedule can be compiled by region saving you time and money!

Keep a copy of the attached training log for your records. You can change and format your copy to meet your needs.

Your cooperation in this matter is required in order to compile a list of training dates and locations which will be posted on the MSCNL website and forwarded to each community.

Let's work together to keep training in your region at a reasonable cost with minimum travel, making it safer for all!

*Natasha Sharpe*

Natasha Sharpe, Municipal Safety Advisor  
Municipal Safety Council Newfoundland & Labrador

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**Municipal Safety Council Newfoundland and Labrador**

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