

To limit the spread of viral diseases in the workplace, we need to limit all possible modes of transmission to the best of our ability. Regarding recordkeeping for training, if not already using a paperless method, generally we see employers have workers physically sign-off an attendance record for training events such as toolbox talks or full-day training sessions. To avoid spreading viruses through contact with shared pens and papers, other methods can be considered to retain records of training. Consider the following steps as one method in recording attendance of workers.

Step 1

Prior to conducting training, compile a list of attendees.

Step 2

Inform attendees that to minimize contact, the training attendance will be recorded digitally.

Step 3

Start your phone video recording and state:

*It is May 20, 2020 [Date] and we are at ABC Company located at 123 Street, BC [Company & Location] training employees on Electrical Safety [Topic of Training]. Please answer present when I call your name.
List of attendees*

Record the attendees as they answer “present”.

Step 4

Save the video file and email it to human resources or the person in charge of keeping the training records, named in the following format [Training Topic, Date]. Take your written list of attendees and enter it on the employee training matrix to keep a record of your own as well.

This method would limit the sharing of the pens and paper and would also serve as a true record of the employee’s attendance.