

Acknowledgement of Workplace Harassment Training Form



OHS laws require employers to ensure that all workers, supervisors and managers receive awareness education and training on workplace harassment when they first start employment and on a regular basis after that. As with other forms of training, harassment training must be carefully documented. When and if government OHS inspectors visit your workplace in response to a harassment complaint, they'll demand written proof of training. You can't just create such documentation on the spot after inspectors show up. It needs to be something you do at the time of training.

Here's a form you can have workers sign to acknowledge that they have received, understood and are committed to following harassment training. It's also advisable to require workers to complete a quiz or otherwise demonstrate that they've learned the material.