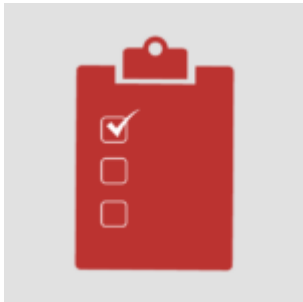


Transportation Of Dangerous Goods Training Checklist



Under Part 6 of the Transportation of Dangerous Goods (TDG) Regulations, employers must ensure that workers who handle, offer for transport or transport dangerous goods are adequately trained for the duties they perform. Trainees must then receive a certificate of training demonstrating they received the necessary TDG training. While essential, the certificate of training isn't the end of your TDG training compliance obligations. Employers must also ensure that workers actually understand their training and are capable of applying it in carrying out their TDG responsibilities.

Whether workers actually have the knowledge and skills to perform their TDG duties safely is one of the first thing government inspectors who visit your site after a spill or other TDG incident will check. Companies that proactively identify affected workers, provide duty-specific training, maintain accurate records, and regularly verify worker understanding will be better prepared to deal with inspectors and demonstrate their compliance with TDG training requirements. Use this Checklist to review whether you'd be in a position to demonstrate to an inspector that your TDG training program is compliant.

TDG Workers' Training Review Form

Identify Workers Who Require TDG Training

Have we identified all workers who handle, offer for transport, or transport dangerous goods? Yes ☐ No ☐

Examples include workers who:

- ☐ classify dangerous goods
- ☐ select or prepare packaging
- ☐ mark, label, or placard dangerous goods shipments
- ☐ prepare shipping documents
- ☐ load or unload dangerous goods
- ☐ operate vehicles transporting dangerous goods
- ☐ respond to dangerous goods incidents

Have we reviewed job descriptions and work processes to identify TDG-related duties that may not be obvious? Yes ☐ No ☐

Do supervisors know that workers who haven't yet received required training must work only under the direct supervision of a trained person? Yes ☐ No ☐

Verify That TDG Training Matches Worker Duties

Does TDG training reflect the actual duties performed by each worker? Yes ☐ No ☐

Does training cover the classes of dangerous goods workers handle or transport? Yes ☐ No ☐

Does training address workplace-specific procedures, including: Yes ☐ No ☐

- ☐ classification requirements
- ☐ shipping documentation
- ☐ safety marks, labels, and placards
- ☐ packaging and containment requirements
- ☐ loading and unloading procedures
- ☐ emergency response procedures
- ☐ reporting requirements

Have we avoided relying solely on generic training that doesn't address workers' actual TDG responsibilities? Yes ☐
No ☐

Confirm Workers Have Valid & Current TDG Training Certificates

Has each trained worker received a TDG training certificate containing the required information? Yes ☐ No ☐

Do we have a system to track certificate expiry dates? Yes ☐
No ☐

Are training certificates renewed before they expire? Yes ☐
No ☐

Have we verified that workers performing TDG functions haven't allowed their certificates to lapse? Yes ☐ No ☐

Are supervisors notified before workers' certificates expire? Yes ☐ No ☐

Maintain Required TDG Training Documentation

Do we maintain TDG training records showing the: Yes ☐ No ☐

- ☐ worker trainee's name
- ☐ date training was completed
- ☐ type of training provided
- ☐ name of the person or organization providing training
- ☐ certificate expiry date

Can we quickly produce TDG training records if requested by an inspector? Yes ☐ No ☐

Are training records maintained in a centralized location rather than scattered among departments or supervisors? Yes ☐ No ☐

Do we retain expired training records for the period required by the TDG Regulations? Yes ☐ No ☐

Revise, Refresh, & Retrain Workers When Circumstances Change

Do we provide additional training when workers assume new TDG responsibilities? Yes ☐ No ☐

Do we review TDG training needs when: Yes ☐ No ☐

- ☐ new dangerous goods are introduced
- ☐ shipping procedures change
- ☐ new packaging or containment methods are used
- ☐ workers transfer to different jobs
- ☐ regulations affecting operations change
- ☐ knowledge or training gaps are identified
- ☐ Do supervisors have authority to remove workers from TDG duties until required retraining is completed? Yes ☐ No ☐

Evaluate Whether TDG Training Is Effective

Do supervisors periodically observe workers performing TDG-related tasks? Yes ☐ No ☐

Do supervisors report when observed workers demonstrate the need for additional or refresher TDG training? Yes ☐ No ☐

Can workers who perform TDG tasks explain: Yes ☐ No ☐

☐ how to identify dangerous goods

☐ how to prepare required documentation

☐ what safety marks are required

☐ what procedures to follow during spills or releases

☐ when incidents must be reported

Have we investigated whether TDG-related errors, incidents, or near misses indicate a need for additional training? Yes ☐
No ☐

Prepare for a TDG Inspection

If an inspector requested it:

Could we demonstrate which workers require TDG training and why? Yes ☐ No ☐

Could we provide current certificates and training records promptly? Yes ☐ No ☐

Could workers explain the TDG duties they perform? Yes ☐ No ☐

Could supervisors explain how the organization ensures workers remain adequately trained?

Yes ☐ No ☐

Could we document what we did to correct deficiencies identified during previous inspections or audits? Yes ☐ No ☐

Download this checklist to fill out during your next inspection below.