

**Record of Understanding**

|  |  |  |  |
| --- | --- | --- | --- |
| Department: |   | Date:  |   |
| Policy/Procedure/Risk Assessment/Toolbox Talk:Title/Subject |
| It is important that staff are given information so that they understand the key requirements of policies and procedures in order to work safely.If you have any questions please contact your manager to ensure that you are aware of your role and responsibilities.By signing below you are indicating you have understood the information provided. |
| **Name (print)** | **Signature** | **Comments** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |