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HUMAN RESOURCES HANDBOOK

Sign-offs, records and due dates

What a record needs to hold up, how each person signs, and what an inspection looks at.

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In brief

01 **A record holds up when it explains itself.**

It says who, what, when and which version, and it carries each person's signature. A signature on a sign-in sheet says someone was there; it doesn't say what they received.

02 **Everyone signs for their own.**

Staff, from their phones. Contractors, drivers and visitors, through a link or a QR code, with no account and no access to any company system.

03 **Due dates are tracked person by person.**

What's coming due for each person, when, and who finds out before it lapses.

04 **On November 30, 2026, Uruguay's new Labor Inspectorate regulation takes effect.**

Decree 224/026, 60 days after publication: documents can be submitted electronically, and a preventive shutdown is lifted with documentary proof.

05 **Your management system stays the source of truth.**

Personnel files, payroll and contracts stay where they are. What gets signed comes back with the date, the time and who signed.

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WHAT THE RULES REQUIRE

The rules require handing out and training. They don’t say how to prove it.

What it requires	Where
PPE, free of charge, with instructions for its use and maintenance.	Decree 406/988 (Reglamento de Seguridad e Higiene Ocupacional), Title V, art. 1
Maintenance, repair and replacement of PPE at the employer’s expense, except for misuse or loss.	Decree 291/007, art. 3
No one works on a machine without the training needed to do it safely.	Decree 406/988, Title III, art. 29
A training period before a person is assigned to a task.	Decree 406/988, Title IV, art. 52
At least 24 hours of training a year for each safety delegate.	Decree 291/007, art. 11 bis (added by Decree 244/016)
Coordination when two or more companies work at the same time in the same place.	Decree 246/024, art. 3(i)

None of these articles says “signed record”: the signature is how you prove what they do require. Official texts on IMPO, read on October 28, 2026.

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PPE ISSUE RECORD

Six details so the handover proves itself

- [ ] **Who receives it**

  Name, ID number and job title.

- [ ] **What they receive**

  The item, with model, size and quantity. “PPE” on its own proves nothing.

- [ ] **Why**

  First issue, or a replacement for wear, damage or loss. That’s what separates a replacement the company pays for from a case of misuse.

- [ ] **When**

  The date of the handover, even if the signature is from another day.

- [ ] **The instructions**

  That they were given, and which ones.

- [ ] **Who signs**

  The person receiving it, on their own record, and the person who handed it over.

Good practice built on what Decree 406/988 (Title V, art. 1) and Decree 291/007 (art. 3) require.

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TRAINING RECORD

Seven details so the training counts

- [ ] **Topic and content**
  The syllabus, or the procedure with its version number.
- [ ] **What it qualifies for**
  The task or the machine, if it qualifies someone for something.
- [ ] **How many hours**
  Without hours, a delegate's annual minimum can't be added up.
- [ ] **When and how**
  The date and the format: in person, on the job or remote.
- [ ] **Who gave it**
  And with what qualifications.
- [ ] **Each attendee's signature**
  On their own line or on their own record.
- [ ] **The assessment**
  If there was one, with the result.

ISO 45001:2018 requires evidence of each person's competence (7.2) and documented information that is versioned and approved (7.5).

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Five records that don’t prove what they seem to

- A sign-in sheet with no topic, no date or no hours.
- “PPE issued,” without which item or to whom.
- A general induction used as authorization to operate a machine.
- Training on a procedure that has since changed, with no re-read of the current version.
- Records all put together on the same day, dated across different months.

A signature on a sign-in sheet says someone was there. A record says what they received, when and on which version.

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Staff sign from their phones

01 HR or safety assigns what needs signing: a PPE issue, a training session, a procedure to read.

HR or safety · What and to whom

02 It reaches the person on their phone, even if they work on the plant floor or out in the field.

Staff Portal · Who saw it

03 They log in with a fingerprint or face, read it and sign.

The staff member · Date, time and who signed

04 HR sees who signed and who’s missing, without chasing paper.

HR · The report

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OUTSIDE WORKERS

Contractors, drivers and visitors sign without an account

They sign through a link or a QR code, from their own phone. No outsider needs access to an internal system, and every record carries the date, the time and who signed.

The contractor’s induction

Signed by each person who comes in, not by the contractor company on everyone’s behalf, with the date and what was explained to them.

The driver’s record

In the name of whoever is driving, with the date and the instructions they got on arrival.

The visitor’s record

Who came, when, to which area, and that they received the safety instructions.

Decree 246/024 requires coordination when two or more companies work at the same time in the same place (art. 3(i)). It doesn’t say how to document it: the above is good practice.

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DUE DATES

Due dates are tracked person by person

A spreadsheet by course tells you how many are missing. A view by person tells you who, what and by when. Four questions to check whether you're up to date:

- [ ] **What's coming due for each person in the next 30 days?**
  Courses, medical exams, authorizations and documents, showing what's current, what's coming due and what's expired.
- [ ] **Does the person find out before it expires?**
  And their supervisor, and HR, with time to schedule the exam or the training.
- [ ] **Who's coming in today with something expired?**
  A contractor with an expired induction is the same problem as a staff member without their exam.
- [ ] **Who has to re-read a procedure that changed?**
  Having read the previous version doesn't cover the new one.

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LABOR INSPECTORATE · DECREE 224/026

A new regulation takes effect on November 30, 2026

It governs the General Labor and Social Security Inspectorate (Inspección General del Trabajo y de la Seguridad Social) and replaces Decrees 371/022 and 19/023 (art. 58); cases already under way keep the previous rules (art. 57).

Nov 30

Takes effect

60 days after publication in the Official Gazette (Diario Oficial) of October 1, 2026 (art. 56), counting calendar days.

72 h

To lift a preventive shutdown

Previously, 24 h. It’s requested with documentary proof, and work doesn’t resume without the inspector’s written clearance (art. 30).

10%

Off a minor fine

Previously, 30%. If it was corrected on time and paid within 10 business days (art. 54).

Decree 224/026 on IMPO, read on October 28, 2026, and compared article by article with Decree 371/022.

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WHAT AN INSPECTION LOOKS AT

What the inspector can ask for, and what's worth having on hand

Decree 224/026	Worth having
The inspector can ask for the books, records and documents the rules require you to keep, and make copies (art. 7(b)).	Records you can find by person, by date and by topic, without putting anything together.
If the documents aren't available on the spot, the inspector sets a deadline; they can be submitted electronically (art. 25).	Records in a format you can send.
Summonses go to the registered electronic address or to the email on the Unified Work Roster (Planilla de Trabajo Unificada), listing the documents to bring (art. 21(b)).	That inbox read, and someone who knows where each record is.
If the inspector finds violations by outsourced companies, each case gets its own correction order and report (art. 26).	The induction and paperwork of every contractor who comes in.
On a visit about environmental conditions, the inspector must invite a company representative on the walk-through (art. 22(b)).	Who goes along, and that they know the plant and its controls.

Decree 224/026, official text on IMPO, read on October 28, 2026.

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WHAT GOES IN AND WHAT COMES OUT

Your management system stays the source of truth

SOURCE OF TRUTH

Your management system

Personnel files, payroll and contracts stay where they are. The portal doesn't touch them.

It reads only what it needs: hires and terminations, department and job title.

It sends back what staff complete: signed records and responses.

STAFF PORTAL

What each person signs and answers

With the date, the time and who signed. Everyone sees their own, and HR gets the report.

The connection runs through a file or an integration, and it's set up with you. Nothing gets entered twice.

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TO CHECK OFF

Before November 30, a checklist for HR

- [ ] Every PPE issue says which item, to whom, when and why.
- [ ] Every training session has a topic, hours, a date, who gave it and each attendee’s signature.
- [ ] Procedure read-and-sign records point to the current version.
- [ ] Every contractor who comes in signs their own induction.
- [ ] You know what’s coming due for each person in the next 30 days.
- [ ] Someone reads the Unified Work Roster inbox.
- [ ] Records can be sent electronically if they’re requested.

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Staff Portal

Signatures from staff and outside workers, records, and each person’s due dates: on everyone’s phone and in view of HR.

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