



## EMPLOYEE TRAINING RECORD

Employee Name:

SSN#

Date:

### TRAINING SECTION 1

Date Completed

Drug & alcohol program  
 Drug & alcohol test administered  
 Employee policy/assignment form  
 Separation information  
 New hire orientation overview  
 3 References  
 Overview of evaluation forms

### TRAINING SECTION 2

Date Completed

Health & Safety manual sections:  
 - Responsibilities & authorities  
 - Disciplinary program  
 - Injury & illness prevention (IIPP)  
 - Incident reporting & investigation  
 - Modified work duties  
 Complete new hire paper work

### TRAINING SECTION 3

Date Completed

Safety & health manual training

- Back safety
- Heat stress management
- PPE
- Respiratory protection
  - Includes: Bottleneck-Breathing air
- CSA/CSE
- Fire watch & prevention
- Haz-com (Right-to-know)
- Blood-borne pathogens
- Fall protection
- Hearing conservation
- PSM
- H<sub>2</sub>S awareness
- Benzene awareness
- Emergency response & fire extinguisher
- LOTO - Control of hazardous energy
- Electrical safety & hand tool safety
- Scaffold user
- Rigging
- Trenching & excavation
- Powered industrial trucks
- Ladder safety

### TRAINING SECTION 4

Date Completed

Drug & alcohol test passed  
 Training E.P.A.F. complete  
 Employee handbook overview  
 Safety & health manual (Received)  
 Job log overview  
 Time sheet overview  
 Request time overview  
 Supervisor evaluation overview  
 Fit test-MEQ  
 Basic Plus  
 Site specific (When applicable)  
 Physical Specific (When applicable)  
 Cards administered  
 General waste management  
 Ground fault protection / GFCI  
 Spill prevention & response

### SIGNATURES

Employee (signature)  
 Trainer (print)  
 Trainer (signature)