# NEW EMPLOYEE SAFETY TRAINING RECORD

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<th>Department:</th>
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Instructor/Supervisor:

This completed form should be retained in the individual’s personnel file as evidence of initial training required under the Injury and Illness Prevention Program.

Employee Name:  

Please Print

- New Hire
- Transfer
- Other: ____________________  

Date of Hire / New Assignment: ____________________

I, ________________________, hereby certify that this employee has been trained on the following: (Check appropriate boxes.)

I. **Initial Training on Department’s IIPP, Including:**  
   - My right to ask any question, or report any safety hazards, either directly or anonymously without any fear of reprisal.  
   - The location of departmental safety bulletins and required safety postings (i.e., summary of occupational injuries and illnesses, and Safety and Health Protection Poster).  
   - Disciplinary procedures that may be used to ensure compliance with safe work practices.  
   - Reporting safety concerns.  
   - Accessing the department safety committee.  
   - Reporting occupational injuries and illnesses.

II. **Hazard Communication Training**  
   - The potential occupational hazards in the work area associated with my job assignment.  
   - The safe work practices and personal protective equipment required for my job title.  
   - The location and availability of Material Safety Data Sheets (MSDS).  
   - The hazards of any chemicals to which I may be exposed, and my right to the information contained on MSDSs for those chemicals.

III. **Building Emergency Plan (BEP)**  
   - Emergency escape routes and procedures and Emergency Assembly Area (EAA)  
   - How to report a fire and other emergencies  
   - Names or regular job titles of persons to be contacted for further information.

III. **Other:** ____________________  

Employee Signature: ____________________  

Date: ____________________

IIPP - Form 7  
Rev. 10/02/01  
Completed copies of this form must be kept in Department files for at least one year.

For questions on any item, please contact your Department Safety Coordinator or call EH&S at 642-3073.