

# NEW EMPLOYEE SAFETY TRAINING RECORD

Department: \_\_\_\_\_

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  
(Instructor)

been trained on the following: (Check appropriate boxes.)

I.  Initial Training on Department's IIPP, Including: \_\_\_\_\_ Date: \_\_\_\_\_

- 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 \_\_\_\_\_ Date: \_\_\_\_\_

- 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) \_\_\_\_\_ Date: \_\_\_\_\_

- 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: \_\_\_\_\_ Date: \_\_\_\_\_

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.