

Sample New Employee and Position Required Safety Training Audit Record

Dept./School/Unit:					
Supervisor:					
Audit Date:					
	New Hire Orientation/OJT				
Subject	Employee Initl	Supervisor Initl	Last/Previous Training Date	Training Due	Completed
Injury Illness Prevention Program					
Hazardous Substances Communication					
Emergency Action/Fire Prevention					
Office Safety					
Portable Fire Ext. (where authorized)					
Slips/Trips/Falls					
Ergonomics & Repetitive Motion					
First aid/AED					
Vehicle Safety/Cart					
Housekeeping/Sanitation					
Position Specific					
Asbestos Awareness					
Accident Investigation					
Bloodborne Pathogens					
Carcinogens					
Chemical Hygiene & Special Analytical Equipment					
Compressed Gas					
Confined space					
Electrical					
Elevated Work Locations (Booms/Scaffolds)					
Fall Protection					
Fork Lift					
Hand and Power Tools					
Hazardous Materials					
Heat Illness Prevention					
Lock-out/Tag-out					
Machine Guarding					
Materials Handling					
Periodic Inspections					
Personal Protective Equipment					
Rigging and hoisting					
Trenching					

Employee Acknowledgment

As an employee of _____, I understand the requirement to work in compliance with all Cal/OSHA Safety Orders, the Federal Occupational Safety and Health Act and any other Codes that may apply to my safe performance and conduct while executing the duties of my job title and position.

Employee Signature: _____ Supervisor's Signature: _____

Maintain Copy in employee file.