

Safety Education and Training Program

THE COMPANY is committed to instructing all employees in safe and healthy work practices. THE COMPANY will provide training to each employee with regard to general, acceptable, safety procedures and to any hazards or safety procedures that are specific to that employee's work situation.

Purpose of a Hazard Communication Program:

To provide employees with the knowledge and training necessary to understand and protect themselves and others from the chemicals they use. Also, to comply with the OSHA Hazard Communication Standard (1910.1200).

Training Will Occur When:

- Upon Hiring
- THE COMPANY believes additional training is warranted
- An employee is given a new job assignment
- New substances, equipment, or new procedures are introduced which represent a new hazard
- THE COMPANY is made aware of a new hazard

Training Areas:

Employee training will consist of new employee orientation, periodic group meetings, and one-on-one training. The Safety and Health training provided to employees will include:

- Employee Safety Handbook
- First Aid
- THE COMPANY Safety and Health Policy
- THE COMPANY Safety and Health Program
- Incident Reporting
- Hazard Communication
- Hazardous Material Spill Response
- Personal Protective Equipment requirements
- Emergency Procedures
- Housekeeping
- Job Specific Hazards

Training Documentation:

Employee Training will be documented using the forms on the next two pages.

Employee Safety Training Checklist

Employee Name: _____ Hire Date: _____

Position: _____ Trainer: _____

I acknowledge that I have been trained in the SAFETY AND HEALTH areas checked below, and agree to follow all THE COMPANY Safety and Health Rules, Policies and Procedures.

_____ Safety and Health Program

- My right to ask questions, or report any safety hazards, either directly or anonymously without any fear of reprisal.
- The location of THE COMPANY 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.

_____ Incident Reporting and Reporting Occupational Injuries and Illnesses.

_____ Hazard Communication

- 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 MSDS's.
- The hazards of any chemicals to which I may be exposed, and my right to the information contained on Material Safety Data Sheets (MSDS's) for those Chemicals.

_____ Hazardous Material Spill Response

_____ Bloodborne Pathogen Response

_____ Personal Protective Equipment

_____ Employee Safety Manual

_____ Machinery Tag Out Program

_____ Emergency Procedures

_____ Other: _____

I understand the above items and agree to comply with safe work practices in my work area.

Employee Signature

Date

I have trained the above employee in the categories indicated on this form.

Supervisor's Signature

Date

Safety Meeting Record

Job: _____

Department or Crew: _____ **Date:** _____

OUTLINE

Safety Title: _____

Key Points:

1. _____
2. _____
3. _____
4. _____
5. _____

Applications to Project:

Safety Reminders:

Employee Safety Recommendations:

Meeting Attended By:
