

Safety Training Record

Training certification record, construction site safety program | Final specimen

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One all-purpose training form separated into two, because the two subjects it served call for different entries.

FINAL TEXT

SPECIMEN, PREPARED BY EDITFAST FOR ILLUSTRATION. NOT A REAL RECORD.

Marlowe Contracting LLC (fictitious) - Forms SF-3A and SF-3B

EXTRACT FROM THE EMPLOYER'S WRITTEN SAFETY PROGRAM (reproduced unchanged in both panels)

SP-9.2 Fall protection training certification record: the name or other identity of the employee trained, the date or dates of the training, and the signature of the person who conducted the training or the signature of the employer.

SP-9.3 Where the employer relies on training conducted by another employer, or on training completed before the standard took effect, the record carries the date the employer determined that the earlier training was adequate, in place of the training dates.

SP-9.4 Permit-required confined space training record: each employee's name, the name of the trainers, and the dates of training.

SP-9.5 Every signature on a training record is accompanied by the printed name of the signer and the date signed.

SP-9.7 One record covers one training subject. Where two subjects are taught in one session, two records are prepared.

SP-9.9 Retention: training records are held for the duration of employment and three years afterward.

FORM SF-3A - FALL PROTECTION TRAINING CERTIFICATION RECORD (SP-9.2) One subject per record (SP-9.7). Retained for the duration of employment and three years afterward (SP-9.9).

Employees trained. Name or other identity, one per line.

1. _____ 2. _____ 3. _____

Date or dates of the training: _____

Where the employer relies on training conducted by another employer, or completed before the standard took effect (SP-9.3), enter instead: Date the employer determined the earlier training was adequate: _____

Certification. Signature of the person who conducted the training, or of the employer.

Signature _____ Printed name _____ Date signed _____ (SP-9.5)

FORM SF-3B - PERMIT-REQUIRED CONFINED SPACE TRAINING RECORD (SP-9.4) One subject per record (SP-9.7). Retained for the duration of employment and three years afterward (SP-9.9).

Employees trained. Name of each, one per line.

1. _____ 2. _____ 3. _____

Name of the trainers: _____

Dates of training: _____

EXAMPLE
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