

Safety Training Record

Training certification record, construction site safety program | Marked-up specimen

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

ORIGINAL, WITH EDITS MARKED

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

Marlowe Contracting LLC (fictitious) - Form SF-3

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-3 - TRAINING RECORD

Date: _____¹ Subject: _____²

Instructor: _____³

Attendees, print and sign:⁴

1. _____ 2. _____ 3. _____

Notes: _____⁵

WHAT CHANGED, AND WHY

#	Was	Now	Reason
1	Date: _____	(SF-3A) Date or dates of the training: _____/_____ (SF-3B) Dates of training: _____	A single date field records one date. SP-9.2 allows for one date or several, and SP-9.4 uses the plural.
2	Subject: _____	FORM SF-3A - FALL PROTECTION TRAINING CERTIFICATION RECORD (SP-9.2) / FORM SF-3B - PERMIT-REQUIRED CONFINED SPACE TRAINING RECORD (SP-9.4)	A free-text subject line let one set of fields serve two subjects whose required entries differ. SP-9.7 already called for one record per subject, and printing the subject in the title is what makes that happen.
3	Instructor: _____	(SF-3A) Certification. Signature of the person who conducted the training, or of the employer. / Signature _____ Printed name _____ Date signed _____ (SP-9.5) / (SF-3B) Name of the trainers: _____	One field labeled Instructor collected a name, and SP-9.2 asks for a signature. Splitting the field by form gives each record the entry its own section names. Instructor is also singular where SP-9.4 speaks of trainers.
4	Attendees, print and sign:	(SF-3A) Employees trained. Name or other identity, one per line. / (SF-3B) Employees trained. Name of each, one per line.	The word attendee describes who was in the room, and both sections describe who was trained. The instruction to sign also collected signatures from the employees, and the only signature either section asks for is the one in SP-9.2 from the trainer or the employer.
5	Notes: _____	(removed)	A general notes field on a record with three required items gives those entries somewhere else to be written. Nothing in SP-9.2 or SP-9.4 is collected by it.
6	(no line for prior 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: _____	SP-9.3 describes a record that carries a different date from the usual one, and the form offered no field for it. Marking it as a replacement rather than an addition keeps the two dates from being entered together.
7	(no retention line on the form)	Retained for the duration of employment and three years afterward (SP-9.9).	The period was stated in the safety program and not on the record itself. Whoever files the record has the form in hand, and the program is a separate document.