

## **INSTRUCTIONS TO DOCUMENT EMPLOYEE SAFETY TRAINING**

The CERTIFICATES OF TRAINING reference OSHA/EPA Regulations and may reflect your company policies. Each certificate is supplied in a two ply set. Complete the corresponding certificates that apply to your facility and employees.

Check the preprinted certificate items completed for each subject covered as directed by the trainer. The trainer should advise of any additional items to include on the blank lines provided on the form. The employee and trainer date and sign the certificate upon completion of the training session.

Once completed, ply one can be maintained in an EMPLOYEE SAFETY TRAINING FILE located in the department. Ply two can be forwarded to the personnel department.

Multiple location companies may want the certificate copy (ply two) forwarded to the home office personnel department as verification of the employee's participation and successful completion of required safety training. In that situation, the original would remain in the department or that location's personnel department.

It is important to maintain records of training to insure each employee is properly trained according to OSHA/EPA Regulations and your company policy.

Add documentation and records necessary to support compliance with training requirement.