Safety Training Record

Company _____

Date _____

Leader/ Instructor _____

Training Topic: _____

Employees Present (*Each employee will sign and indicate his job*)

Name	Job Description

Guest Present _____

_____

_____

Meeting Time: Start: _____ Finish: _____

1. Fill in the appropriate entries at the top of the sheet.
2. Have employees sign the training record, including their job description.
3. List guests, including company managers or outside presenters
4. Complete by showing the start and finish times.