

Employee Training Checklist

Start the new year off by reviewing each employee's training records. Print this training checklist as needed to cover all your employees. Most training must be done once, before the employee is assigned to a task and then again when circumstances change, such as new procedures or equipment are introduced, different chemicals are used, accidents or injuries occur, or problems are evident in the employee's performance.

Some training must be done annually: fire extinguisher use, access to employee medical and exposure records, respiratory use, bloodborne pathogens, HAZWOPER. Items requiring annual training are printed in bold.

Name of Employee	
Name of Facility	

To identify training requirements for this employee, check off in column 1 the items below which pertain to this employee's job description of tasks. Not every employee will need to be trained on every topic. "ALL" in column 1 indicates that all employees must be trained on that topic regardless of their job description or tasks. Columns 4 through 6 allow record keeping for 3 years. If an employee changes job tasks and no longer requires training on a topic, indicate by writing N/A in the date column.

1	2	3	4	5	6
YES	N/A	Topic	Date	Date	Date
All		Company safety policies and procedures, including housekeeping			
All		Emergency Action Plan components			
All		Location and use of first aid kits			
		Bloodborne pathogens – full training for designated first aid providers			
All		Bloodborne pathogens – awareness training for employees not designated as first aid providers			
All		Access to employee exposure and medical records			
All		Accident Prevention Program-Safety committees. Training required only if your state requires establishment of this program			
		Hazard Communication/Employee Right-to-Know and chemical safety. Annual – MN,FL,OK			

		Personal protective equipment: eye and face, hands, feet, head			
		Respirators: fit testing, use and maintenance			
		Hearing Protection			
		First aid procedures for employees designated as first aid providers			
		Ladder/scaffolding safety			
		Machine guarding			
		Storage battery safety			
		Compressed air, hydraulic system safety			
		Jacks and hoisting equipment safety			
		Portable fire extinguisher use			
		Fire Prevention-hot work			
		Welding safety			
		Electrical safety, general awareness			
		Lockout/tagout, general awareness for affected employees and specific training for authorized employees			
		Forklift and powered industrial vehicle safety			
		Tire servicing			
		Permit-required confined space entry. Annual-MN			
		Back safety – proper lifting, etc			
		Hand and small power tool safety			
		Spill prevention and response (HAZWOPER): awareness, operations, technician, specialist levels. Circle level trained/certified			
		Hazardous materials transportation safety: placarding, shipping papers, labels, etc			
		Worker protection-certified applicators and other personnel dealing with field applied agricultural chemicals			