

Employee Training Record

[example]

Employee name: Mike Masternak **Date hired:** 3/19/2001

Training topic	Date	Instructor
Employee Safety Orientation (see checklist)	3/20/2001	Pete VanWert
Verified basic forklift operator training of 8/1998	3/20/2001	Pete VanWert
Hyster H110XM inspection & operation	3/20/2001	Paul Wagoner
Warehouse & loading dock procedures	3/21/2001	Paul Wagoner
Company motor vehicle policies & check ride	3/23/2001	Paul Wagoner
First aid certification	6/28/2001	Garamond Safety Institute
Annual company-wide training day: fire extinguisher use, ladder safety, review of incidents	9/25/2001	Pete VanWert
Annual company-wide training day: locking-out equipment during adjustment/maintenance, safe lifting techniques, review of incidents.	9/24/2002	Pete VanWert
Annual company-wide training day: identifying & reporting hazards, "road rage," review of incidents	9/23/2003	Pete VanWert
Responsibilities as a member of Safety Committee	9/24/2003	Pete VanWert
Re-evaluation on forklift operation	2/19/2004	Paul Wagoner
Annual company-wide training day: hearing conservation, winter driving, review of incidents	9/27/2005	Pete VanWert
Defensive Driving course	12/15/2005	Evergreen Safety