

Sample Training Certification

Training Subject _____ Date _____ Location _____

Trainee Certification of Training: I have received on-the-job training on those subjects listed (see other side of this sheet): This training has provided me adequate opportunity to ask questions and practice procedures to determine and correct skill deficiencies. I understand that performing these procedures/practices safely is a condition of employment. I fully intend to comply with all safety and operational requirements discussed. I understand that failure to comply with these requirements may result in progressive discipline (or corrective actions) up to and including termination.

| Employee Name | Signature | Date |
|---------------|-----------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Trainer Certification of Competency: I have conducted orientation/on-the-job training to each employee listed above. I have explained related procedures, practices and policies. Each employee was given opportunity to ask questions and practice procedures in the learning environment. Based on each student's performance, I have determined that each employee trained has adequate knowledge and skills to safely perform these procedures/practices.

Trainer Name _____
Signature _____
Date _____

Supervisor Certification of Competency: I observed/interviewed the above employees on _____ date(s). Each employee demonstrated adequate knowledge and skills to safely perform all steps of the procedures/practices in the work environment (at their workstation, worksite, etc).

Supervisor Name _____
Signature _____
Date _____

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The following information was discussed with students: (check all covered subjects)

- Overview of the hazard communication program - purpose of the program
- Primary, secondary, portable, and stationary process container labeling requirements
- Discussion of the various sections of the MSDS and their location
- Emergency and Spill procedures
- Discussion of the hazards of the following chemicals to which students will be exposed
- Symptoms of overexposure
- Use/care of required personal protective equipment used with the above chemicals
- Employee accountability

The following practice/performance exercises were conducted:

- Spill procedures
- Emergency procedures
- Personal protective equipment use

The following written test was administered: (Or "Each student was asked the following questions:") (Keep these tests as attachments to the safety training plan and merely reference it here to keep this document on one sheet of paper)

- What are the labeling requirements of a secondary container? (name of chemical and hazard warning)
- When does a container change from a portable to secondary container? (when employee loses control)
- What are the symptoms of overexposure to ___? (stinging eyes)
- Where is the "Right to Know" station (or MSDS station) located? (in the production plant)
- What PPE is required when exposed to ___? (short answer)
- How do you clean the PPE used with ___? (short answer)
- What are the emergency procedures for overexposure to ___? (short answer)
- Describe spill procedures for ____. (short answer)
- When should you report any injury to your supervisor? (immediately)

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- What are the consequences if you do not follow safe procedures with this chemical?
(injury, illness, discipline)