

Self-Study Health & Safety Training Record

By entering your information you acknowledge that you were present for, attentive to, and participated as necessary in the provided training. For self-study modules, documents of completion (e.g. completed tests or printouts of completion statements) should accompany this document. While this form is not mandatory, training documents are required to be maintained by the supervisor.

Name: _____ Department: _____

Supervisor: _____

Role/Position: Undergrad. Graduate Student Staff Faculty Other

Training title: _____

Training Description:

Date: _____ Duration (hours) _____:

Training mode (e.g. Web-module, review of PDF or Printed Document): _____

Employee's role:

1. Participate in training, including asking questions to clarify subject matter when necessary
2. Follow the processes and procedures that were communicated during training
3. Report any problem to their immediate supervisor where training was deficient or incorrect
4. Complete all required training

Supervisor's role:

1. Ensure staff attend training programs and complete required training annually
2. Identify training requirements for their employees
3. Contact EHS if there are any questions regarding safety training
4. Provide job-specific training
5. Maintain records of department training

Verification of Training Completion

Trainee Signature

Date

Supervisor Signature

Date