



Department Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Topic:** \_\_\_\_\_

Your employees need to know about the workplace hazards to which they may be exposed, how to recognize the hazards, and how to control their exposure. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. The best way for them to gain this knowledge is through education and training.

**Employee Signatures: (My signature attests my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job related injury or illness.)**

Typed Name (Last, First MI)

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Supervisors and managers also need education and training to help them in their leadership roles and to enhance their skills in identifying and controlling hazards.

**Work Site Review**

Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Personnel Safety **Violations:** \_\_\_\_\_

Material Safety Data Sheets Reviewed: \_\_\_\_\_



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**Supervisor:** \_\_\_\_\_

*Topic:* \_\_\_\_\_

**Typed Name (Last, First MI)**

**Signature**

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**Supervisor:** \_\_\_\_\_

**Topic:** \_\_\_\_\_

**Typed Name (Last, First MI)**

**Signature**

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**Typed Name (Last, First MI)**

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