

EMPLOYEE TRAINING RECORD

TRAINING TITLE Employee Responsibility

KEY TEACHING POINTS

All employees, as a condition of employment, are required to follow established safety procedures. Specifically, employees are required to:

- Accept responsibility for their own safety, that of their fellow employees, and the citizens who might be in the area of their worksite.
- Report all occupational related injuries, illnesses, and near-miss incidents, promptly and completely to their supervisor.
- Report all unsafe conditions or procedures, which they observe, to their supervisor.
- Use all safety devices provided and properly wear all personal safety equipment provided them while on the job.
- Inspect their area prior to beginning work, correct deficiencies noted, or write safety work orders as necessary.
- Perform duties in accordance with established safety procedures and rules.
- Participate in safety training, as required.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1. All employees, as a condition of work, must follow safety rules.		
2. Employees report all occupational related injuries, illnesses, and near-miss incidents, promptly and completely to their supervisor.		
3. The Safety Officer is responsible for discovering unsafe conditions.		
4. Inspect the work area before beginning work and correct deficiencies noted or write safety work orders as necessary.		
5. All written procedures have already been determined to be the safest possible way of doing the job.		

EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE
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1. True 2. True 3. False 4. True 5. False
