

EMPLOYEE TRAINING RECORD		
TRAINING TITLE Office Safety - Floors and Stairs		
KEY TEACHING POINTS		
<ul style="list-style-type: none"> • Clean up spills and tracked in rain. • Pick objects up off the floor. Even paper, pencils and rubber bands can cause trips and falls. • Use slip-resistant preparations on linoleum, tile or other polished floor surfaces. • Secure carpets and rugs. • Use handrails on stairs. • Walk on the right. • Remove stairway distractions such as mirrors, decorations or posters. • Do not run. • Install mirrors at blind, busy corners. • Do not store boxes, equipment or supplies outside doorways or in aisles. • Do not carry loads that obstruct vision. • Do not participate in horseplay. 		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1. Pick up objects off the floor.	<input type="checkbox"/>	<input type="checkbox"/>
2. Use handrails on stairs.	<input type="checkbox"/>	<input type="checkbox"/>
3. Participate in horseplay. It is fun.	<input type="checkbox"/>	<input type="checkbox"/>
4. Do not store boxes, equipment or supplies outside doorways or in aisles.	<input type="checkbox"/>	<input type="checkbox"/>
5. Running in the office is good exercise.	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. False 4. True 5. False
