

New Employee Safety Orientation Training Record

Employee Name		Job Title	
Department		Start Date	
Trainer Name		Training Date	

Orientation Topics

Topic	Completed	Initials
Emergency Procedures & Evacuation Routes		
Personal Protective Equipment (PPE)		
Hazard Communication (SDS, Labels)		
Machine Operation & Lockout/Tagout		
Reporting Injuries/Incidents		
Housekeeping & Fire Safety		
Ergonomics & Safe Lifting Procedures		
Use of Tools and Equipment		

Additional Notes

Employee Signature & Date

Trainer Signature & Date