

Employee Safety Training Checklist

Employee Information

Name	Department
Job Title	Date

Training Topics

Topic	Description	Completed	Trainer Initials	Date
Workplace Hazards	Identification and prevention of common hazards			
Emergency Procedures	Evacuation routes, fire drills, and first aid			
Personal Protective Equipment	Proper usage and maintenance of PPE			
Machine Safety	Safe operation of tools and equipment			
Reporting Incidents	How to report accidents and unsafe conditions			

Employee Signature: _____ Date: _____

Trainer Signature: _____ Date: _____