**RECORD OF TRAINING ON EXPOSURE   
GUIDELINES AND REQUIREMENTS**

One copy must be maintained in a general file and one copy maintained in each employee’s personnel file. **Provide training annually, within 12 months of the last date of training**.

Use form to document both initial and annual training of employees as required by Federal OSHA regulations. The copy of the training agenda and any information distributed to employees must be attached to this form.

**Date of training:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trainer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Qualifications:**

**Trainer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Qualifications:**

**Employees in Attendance:**

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| --- | --- | --- |
| **EMPLOYEE NAME:** | **MERIT SYSTEM CLASSIFICATION**: | **WORKING JOB TITLE**: |
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