

# ANNUAL SAFETY TRAINING REVIEW - ATTENDANCE RECORD

**This form is for use in office type settings only. If you have a 'dry' lab, you should still use the Laboratory Annual Review as you may have 'non' chemical research related hazards.**

**Training Topics Covered:**

**Date:**

- Review Dept EAP-Emergency Action Plan-evac routes, assembly area, shelter in place, lock down
- Review Dept IIPP- Illness and Injury Prevention Program, reporting accidents, location of First Aid Kit,
- Review Department JSA-Job Safety Analysis-for Office Work, Ergonomics, and use of extension cords, adapters, power strips, and how to report an area/item of concern.
- Complete an Office Work Site Inspection Form
- Review your lab security process for building/room access, key control and after hours procedure.
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**Attendees - please sign and print your name legibly. Use additional sheets as needed.**

Instructor: _____	Time: _____
Training Aids Used: <b><u>Safety binders, first aid kit,</u></b>	
Rooms Covered: _____.	

#	Print Name	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
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11.	_____	_____
12.	_____	_____