



Jobsite Safety Training Indoctrination

To be completed by the Instructor/Trainer and filed with the superintendent at the jobsite office.

Company	Job Number	
Meeting Location		
Date of Training/Indoctrination	Total Time of Meeting	
Training Indoctrination Conducted By	Position	Number of Employees in Attendance

LIST: Each topic presented, duration of training per topic, the means of instruction (i.e., audio-visual, lecture, hands-on demonstration, etc.), and the source of the training material. If possible, attach a copy of the training material and/or outline presented.

Subject	Means of Instruction	Duration of Training	Source	Instructor

Means used to verify employee understanding of the training/indoctrination presented. <i>(Attach a copy of means of verification, if used.)</i>		
Safety Items Brought up by Attendees		
Corrective Actions Recommended <i>(Who's responsible for follow-up)</i>		
Accident/Incident Investigations Discussed		
Comments		
Have Instructor and all Attendees verify attendance by their signature.		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; height: 40px; vertical-align: top;">Instructor's Signature X</td> <td style="width: 30%; height: 40px; vertical-align: top;">Date</td> </tr> </table>	Instructor's Signature X	Date
Instructor's Signature X	Date	

Print Name	Contact Number	Signature of Attendee
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