



Worker Safety Training Records Checklist

Recordkeeping & Accessibility

Ensuring accurate records are maintained and readily available for review.

Record Retention Policy

Last Record Review Date

Number of Workers Trained (Total)

Summary of Recordkeeping System

Record Storage Format

- ☐ Paper
- ☐ Electronic
- ☐ Hybrid

Copy of Recordkeeping Procedures

 Upload File

Accessibility Level

- ☐ Publicly Available
- ☐ Limited to Supervisors
- ☐ Confidential – Authorized Personnel Only

Hazard Communication (HazCom)

Documentation of training on chemical safety, SDS access, and labeling.

Last HazCom Training Date

Enter date...

Brief Summary of HazCom Training Content

Write something...

Copy of HazCom Training Materials (SDS Access Instructions, etc.)

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Topics Covered in HazCom Training (Check all that apply)

- ☐ SDS Access & Understanding
- ☐ Container Labeling
- ☐ Chemical Hazard Recognition
- ☐ Personal Protective Equipment (PPE)
- ☐ Emergency Procedures
- ☐ Spill Response

Number of Employees Trained in HazCom

Enter a number...

SDS Access Method (Choose One)

- ☐ Paper Copies
- ☐ Online Database
- ☐ Both Paper and Online

SDS Database URL (if applicable)

Write something...

Machinery & Equipment Operation

Records of training for operating specific agricultural machinery (tractors, combines, etc.).

Tractor Operation Training?

- ☐ Completed
- ☐ Scheduled
- ☐ Not Required

Last Tractor Operation Training Date

Enter date...

Tractor Horsepower (for training requirements)

Enter a number...

Tractor Operation Certificate/Record

 Upload File

Combine Operation Training?

- ☐ Completed
- ☐ Scheduled
- ☐ Not Required

Last Combine Operation Training Date

Enter date...

Specific Machinery Trained On (e.g., planter, sprayer)

Write something...

Training Provider

- ☐ Internal
- ☐ External (Name:)

Personal Protective Equipment (PPE)

Training records demonstrating understanding of required PPE for various tasks.

PPE Training Topics Covered:

- ☐ Eye Protection (Safety Glasses/Goggles)
- ☐ Hearing Protection (Earplugs/Earmuffs)
- ☐ Hand Protection (Gloves - Type Specified)
- ☐ Foot Protection (Safety Boots/Shoes)
- ☐ Respiratory Protection (Respirators - Type Specified)
- ☐ Head Protection (Hard Hats)
- ☐ Protective Clothing (Coveralls, etc.)

Description of Hands-on PPE Fitting/Demonstration:

Write something...


Date of Last PPE Training:

Enter date...

Number of Employees Trained on PPE:

Enter a number...

Attach PPE Training Sign-In Sheet/Attendance Record:

 Upload File

PPE Selection Criteria Discussed?

☐ Yes

☐ No

Specific PPE required for task X (explain what PPE is required, not just that it's needed)

Write something...

Farm Safety & Health

Records of training on general farm safety hazards and health risks (e.g., heat stress, musculoskeletal disorders).

Date of Farm Safety & Health Training

Enter date...

Topics Covered in Training (e.g., Heat Stress, Musculoskeletal Disorders, Fall Prevention)

Write something...

Training Duration (in minutes)

Enter a number...


Specific Hazards Discussed (Check all that apply)

- ☐ Heat Stress
- ☐ Cold Stress
- ☐ Musculoskeletal Disorders (MSD)
- ☐ Fall Prevention
- ☐ Noise Exposure
- ☐ Dust Exposure
- ☐ Animal Handling Safety
- ☐ Electrical Hazards

Summary of Training Content & Key Takeaways

Write something...

Copy of Training Materials (e.g., Presentation Slides, Handouts)

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Training Method

- ☐ In-Person
- ☐ Online
- ☐ Hybrid

Trainer Name

Write something...

Trainer Credentials (if applicable)

Write something...

Confined Space Entry (If Applicable)

Documentation of training and authorization for workers entering confined spaces (e.g., grain bins).

Confined Space Entry Training Date

Enter date...

Training Content Outline (brief summary)

Write something...

Topics Covered in Training

- ☐ Hazard Identification
- ☐ Atmospheric Testing
- ☐ Permit System
- ☐ Entry Procedures
- ☐ Rescue Procedures
- ☐ Equipment Use (e.g., Fans, Gas Monitors)

Duration of Training (hours)

Enter a number...


Trainer Qualification (e.g., Certified Safety Professional)

- ☐ Certified Safety Professional
- ☐ Experienced Supervisor
- ☐ Other (specify in LONG_TEXT)

If 'Other' for Trainer Qualification, please specify.

Write something...

Copy of Training Certificate (if applicable)

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Permit Required for Entry?

- ☐ Yes
- ☐ No

Location(s) of Confined Spaces Covered in Training

 [Set My Current Location](#)



Lockout/Tagout (If Applicable)

Records of training related to energy control procedures for equipment maintenance and servicing.

Last Lockout/Tagout Training Date

Enter date...

Equipment Covered in Training (Select all that apply)

- ☐ Tractors
- ☐ Combines
- ☐ Irrigation Pumps
- ☐ Grain Dryers
- ☐ Other (Specify in LONG_TEXT)


Specify 'Other' Equipment (if selected above)

Write something...

Number of Employees Trained on Lockout/Tagout

Enter a number...

Upload Lockout/Tagout Training Certificates/Records

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Lockout/Tagout Procedures Reviewed?

☐ Yes

☐ No

Summary of Lockout/Tagout procedure updates (if any)

Write something...

First Aid/CPR

Verification of worker certifications in first aid and CPR.

CPR Certification Expiration Date

Enter date...

First Aid Certification Expiration Date

Enter date...

CPR Certification Level

☐ Basic CPR/AED

☐ Advanced CPR

First Aid Certification Type

☐ Basic First Aid

☐ Comprehensive First Aid

☐ Wilderness First Aid

Copy of CPR Certification Card (Front)

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Copy of First Aid Certification Card (Front)

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Hours of First Aid Training Received (if applicable)

Enter a number...

Notes Regarding First Aid/CPR Training (e.g., refresher courses, specific scenarios)

Write something...

Pesticide Safety (If Applicable)

Documentation of pesticide applicator licenses and training related to pesticide handling and application.

Applicator License Number

Enter a number...

Applicator License Expiration Date

Enter date...

Last Pesticide Safety Training Date

Enter date...

Summary of Training Topics Covered

Write something...

Categories of Pesticides Handled (Check all that apply)

- ☐ Insecticides
- ☐ Herbicides
- ☐ Fungicides
- ☐ Rodenticides
- ☐ Nematicides

Copy of Certificate/License

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Training Provider

- ☐ State Extension Office
- ☐ Certified Crop Advisor
- ☐ Private Pesticide Applicator Training School
- ☐ Other

Details of Refresher Training (if applicable)

Write something...