**Objective:** Toreview basic safe practices such as wearing PPE and dealing with incidents

**Preparing for safety in the workplace:**

* Prior to beginning work activities, you should receive and review the Job Safety Analysis (JSA) and Safety Task Analysis (STA).
* Wear at least the minimum required personal protective equipment (PPE) identified for each specific task.
	+ In a construction setting, this includes a high-visibility vest, hard hat, safety glasses with side shields, safety-toed work boots, and gloves that are appropriate to the task you are performing.
	+ Wear the proper glove material for the task you are performing. For example, if you work around sharp-edged materials, i.e. saw blades, the gloves should be a minimum of cut-resistant level 5.

**Personal injury:**

* You—and **all** personnel—have **“stop work authority”** if conditions change or if you feel your personal safety is compromised. If this happens, contact your supervisor or the HSE manager.
* Contact management immediately for all injuries and incidents. Report near misses as well.

**The working environment:**

* Observe barricade warnings: **yellow** meanscautionand **red** meansdanger.
* Housekeeping is a condition of employment. Clean spills and keep walking surfaces clear of debris. Store equipment in its proper place when not in use.

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: Date:

Trainer: Trainer’s Signature:

**Class Participants:**

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

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