

Clinic

Training topic

Date

OSHA training records: date, content summary, trainer's name and qualifications, and attendees' names and job titles. Keep 3 years.

Trainer name

Trainer qualifications

Length of session

Format (in person / video + live Q&A)

Summary of what was covered

Attendees

Name (print)	Job title	Signature	Quiz / check (if used)

Trainer signature: _____

Date: _____