

Industrial Safety Training Record



Associate Name:		Date:	
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Please read each of the following statements. Check each box indicating your understanding.

- I read and understand the information provided in the **Industrial Safety Orientation and Training Guide**.
- I understand that Manpower provides general safety training and that I will receive site specific training at the client site(s) that I may be assigned to.
- Hazard Reporting.** I understand that I must immediately report hazards or other safety concerns to my Client Lead/Supervisor and Manpower Representative.
- Incident Reporting.** I understand that I must report any injury, illness or near-miss to my Client Lead/Supervisor and Manpower Representative whether I was involved or a fellow co-worker was involved.
- Drug/Alcohol Use.** I understand that it is strictly prohibited to consume, possess or be under the influence of alcohol, illegal drugs, or prescription medication that is a potential safety hazard while performing work as directed by Manpower and/or the client to which you are assigned to.
- Safety Policies/Rules.** I understand that for my safety and for those around me, it is imperative that I follow both the Client and Manpower safety policies/rules, including but not limited to: wearing PPE when required and practicing safe lifting techniques.
- Safe Lifting.** I understand that I must follow proper lifting techniques, and no lifting over 50 lbs. without a team lift. I will ask for assistance when lifting anything that is awkward or too heavy.
- Bloodborne Pathogens.** I understand that unless I am trained and authorized I will not clean-up blood or any other body fluids that are not my own.
- Safe Operation.** I understand that the following are prohibited: operation of any equipment, machinery, vehicle, or powered industrial truck for which I am not trained and authorized, operation of equipment/machinery without adequate guarding, removing or tampering with machine guarding, bypassing a guard, or placing any part of my body past a guard.
- General Safety Awareness.** I understand that I must ask questions when I am not sure of how to perform a task, ask for assistance when I am unable to safely perform a task, to not take risks that put me or others in a situation that is unsafe. I will notify Manpower immediately if I am asked to perform a task for which I am not trained or authorized.

Training Verification

Safety Quiz

Complete the quiz once you have read/viewed the material in the **Industrial Safety Orientation and Training Guide**.

Mark the correct answer (T=True, F=False).

1. T F If you sustain an injury you must notify Manpower.
2. T F You must report any changes in your job duties to Manpower.
3. T F If you have a concern about the condition of your PPE, notify a supervisor.
4. T F Prior to using any chemical, read and understand the corresponding SDS.
5. T F When lifting a load, keep it away from your body.

6. T F If you observe hazardous conditions or unsafe practices, you should keep it to yourself.
7. T F Never perform tasks outside what you have been trained and/or authorized.
8. T F Being under the influence of illegal drugs or alcohol is *acceptable* while on the job.
9. T F You are expected to take risks in the workplace.
10. T F If you see equipment that is locked and tagged out, it is ok to touch the lock, tag, equipment or controls.
11. T F Employers do not need to have a SDS on file for every chemical used in their workplace.
12. T F Container labels should always be the sole source of information on a chemical.

Mark the correct answer.

13. The following is strictly prohibited:
- A Placing any part of your body past a machine guard
- B Bypassing or tampering with a machine guard
- C Operating a machine with missing or inadequate guarding
- D *All of the above*
14. Personal protective equipment includes items such as:
- A Safety Glasses
- B Steel-toed Boots
- C Ear Plugs
- D *All of the above*
15. Which of the following actions will help to prevent slip, trip, and fall injuries?
- A Making wide turns at corners
- B Paying attention to walking surfaces
- C Wearing slip-resistant shoes
- D *All of the above*
16. As an Associate, your responsibilities as they relate to Hazard Communication are to:
- A Read and understand the SDS
- B Know the location of the SDS
- C Notify your supervisor when you have concerns about chemicals you are working with
- D *All of the above*

By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in this orientation and safety training. I understand this orientation is not intended to cover every topic which may arise during this assignment. I further understand that failure to adhere to the safety rules, regulations, and policies set forth by Manpower and any client site that I may be assigned to while working for Manpower may result in disciplinary action, including but not limited to: termination.

Associate (Signature)*:		Date:	
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***Electronic Signature:** I understand that by electronically signing this document by typing my full name, I acknowledge, agree and attest that the information provided by me is true and correct and I am freely intending to create and adopt as my own an electronic signature that carries the same legal effect and enforceability as my handwritten signature.

To be completed by Manpower Representative:

I have gone over the safety quiz results with the trainee and have verified that the trainee understands the concepts provided and have given the trainee the opportunity to discuss any questions they may have.

Manpower Representative (Signature)*:		Date:	
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