

Worker Training Log

Training records must include the date of training, topics covered and the person's trained.

Training should be conducted as needed but at least annually.

Keep this record for at least six months.

Establishment Name: _____

Establishment Address: _____

City/State/Zip: _____

Date of Training: _____

Name of Trainer: _____

Topics Covered in Training: _____

Attach or keep on file any reference material used for training (e.g. allergen control, employee health, etc.)		
Employee Name (Printed)	Position	Employee Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

Reviewed By	Title	Date
_____	_____	_____

Notes: