



SAFETY TRAINING LEAFLET 01 TRAINING CHECKLIST FOR NEW EMPLOYEES

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Prepared by Safety Advisory Council

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1 Safety training checklist

The safety training checklist is a document designed to be used by the employee's immediate manager to serve as training plan, record and feed-back document. When possible, the senior manager and the safety adviser should be involved in approving the training programme and in monitoring progress. **Appendix A** presents a model template.

The checklist is not a training manual and sections which request specific training should only be completed when the relevant training has been delivered.

The checklist shown in this document is only a basic model which is not exhaustive and may be varied according to the needs of installations and employees.

The manager responsible for the overall training programme must complete the first column on the right-hand side of the check list by inserting against each item the name of the person responsible for carrying out that item of training or, if not applicable, mark N/A. Items can be added at the manager's discretion and to suit specific needs.

Completion of the safety training checklist and delivery of the "Safety Qualification Certificate" (see 1.2) is not a substitute for job training, nor does it constitute a record that an employee has been trained to perform the job(s) for which they have been recruited. Therefore, separate records of training in all aspects of an employee's job must be kept in their training file in addition to the safety training records.

The safety training checklist has been divided into 7 sections but neither these sections nor the order of the items in a section constitute a priority list.

When an employee changes job, they will need to be trained accordingly and the appropriate sections of the checklist should be used. This "new" training session needs to be documented as requested above.

The safety training checklist does not make any reference to the testing of employees' knowledge and skills. This is deliberate, as practices vary widely between companies and countries. Statutory testing – as for welders for example – has still to be carried out and recorded separately.

2 Certificates

Two certificates are part of the training process. Model templates are included in **Appendix B**.

2.1 Induction Training Certificate

This Induction Training Certificate documents that the new employee has been provided with basic information and Personal Protective Equipment before being allowed to perform tasks at their workplace.

2.2 Safety Qualification Certificate

The Safety Qualification Certificate, when completed and signed as requested, documents that the employee has received specific training in all matters relating to safety, as well as safety information relating to their job and the materials which they will be handling. It is the responsibility of the employee's immediate manager to see that the form is completed in every detail and filed in the appropriate manner.

Appendix A: Safety Training Checklist

		<i>Training Completed</i>		
		<i>Trainer or N/A</i>	<i>Signature of trainer</i>	<i>Date</i>
1.	<u>SAFETY EQUIPMENT</u>			
1.1	Has the appropriate Personal Protective Equipment been given to the employee? overalls safety boots/shoes gloves eye protection ear protection - hard hat/bump cap			
1.2	Have the rules regarding wearing of personal protective equipment been explained?			
1.3	Does employee know that special protective clothing (impermeable gloves, apron or suit, boots, goggles, face shield) must be worn when work is being done on caustic/acid installations or with solvents and where it can be obtained?			
1.4	Does employee know that clothing contaminated with caustic or acid has to be removed carefully?			
1.5	Has employee been told that damaged or unserviceable personal protective equipment must be replaced and that any damage to safety equipment must be reported to his supervisor?			
1.6	Has employee been told that emergency equipment must not be used for routine jobs?			
1.7	Has employee been shown where emergency showers and eyewash devices are located and how to use them?			
1.8	Does employee know why showers and eyewash bottles are provided in some plant areas and the importance of preventing their misuse?			
1.9	Has employee been told that it is dangerous to wipe his eyes or face with hands which may have come into contact with chemicals or solvents?			

		<i>Training Completed</i>		
		<i>Trainer or N/A</i>	<i>Signature of trainer</i>	<i>Date</i>
1.10	Does employee know where self-contained breathing apparatus, canisters and safety harness are kept and that they can only be used by trained personnel?			
1.11	Has the employee been instructed that safety-installations must never be taken out of operation or by-passed?			
2.	<u>HAZARDS</u>			
2.1	Have all specific documents relevant to the job been given to employee. i.e Risk evaluations, Emergency instructions?			
2.2	Have the Work Instructions which concern employee's particular work and general matters been pointed out to him? Has employee read and understood them?			
2.3	Has the meaning of all relevant safety signs been explained?			
2.4	Have the applicable leaflets been commented? Has respective test been already filled? The minimum percentage of right answers has been reached? Failed questions have been commented? Any relevant safety booklets, videos, etc. should be used at this stage.			
2.5	Does employee know the hazards associated with: <ul style="list-style-type: none"> • Oxygen plus oil, grease or other flammable or organic substances? • Acetylene or hydrocarbons in liquid oxygen (air separation plants only)? • Liquid oxygen spillages on asphalt or tar surface? • Oxygen deficiency which can be created by spillage or venting of nitrogen or argon or confined spaces? • Oxygen enrichment due to spillage or venting? • Improper use of plant utilities, such as steam and compressed air? 			
2.6	Does he know that hot work, including the use of naked flames may only be carried out in certain specified areas which have been pointed out to him, or after the issue of the appropriate Work Permit ?.			
2.7	Does employee fully understand hazards associated with flames / sparks...and that smoking is only allowed in certain areas which have been pointed out to him?			

		Training Completed		
		Trainer or N/A	Signature of trainer	Date
2.8	Does employee know that he must not bring matches, transistor, radios or other unapproved electrical devices, lighters or smoking materials within the boundary of DA and hydrogen storage and production areas with defined ATEX zones? (DA = Dissolved Acetylene).			
2.9	Is employee aware of the instructions for action in case of fire...? <ul style="list-style-type: none"> • Does employee know the location of fire extinguishers, hydrants and hoses? • Has employee been given a demonstration of the use of appropriate fire extinguishers and hoses? • Does the employee know the location and sound of the fire and evacuation alarms? 			
2.10	Have instructions been given in emergency procedures relevant to employee's job and does employee know the position of emergency stop buttons and emergency shut-off valves?			
2.11	Has the site emergency plan been explained including employee's particular role?			
2.12	Does employee know his meeting point in case of emergency?			
2.13	Was the employee instructed to not use elevators in case of alarms?			
2.14	Was the employee instructed on secondary escape routes?			
2.15	Record here when present at a site emergency drill or training session.			
2.16	Does employee know how to identify the contents of cylinders by: <ul style="list-style-type: none"> • The written word (label)? • Colour code? • Valve type? • Pressure test dates? • Max. allowed working pressure? 			
2.17	Have the dangers of filling damaged cylinders been explained to him?			
2.18	Have the dangers of over pressurizing cylinders been explained?			

		Training Completed		
		Trainer or N/A	Signature of trainer	Date
2.19	Have the dangers of allowing an out of standard cylinder to be despatched or shipped been explained (i.e. empty, uncapped, incorrect labels, etc.)?			
2.20	Has the procedure for reporting safety hazards been explained to employee?			
2.21	Has employee been instructed to report gas leaks on equipment and faulty connections?			
2.22	Does employee know what to do when cryogenic transfer hoses and/or high-pressure filling hoses rupture?			
2.23	Does employee know the dangers of continued exposure of hands and other parts of the body to solvents or cold liquids?			
2.24	Have other potential health hazards been explained, e.g. Noise, vibration, intoxication, radiation Explosion, asphyxiation, pressurized equipment, and falling cylinders			
2.25	Does employee know that there are approved skin cleansers, and where to find them?			
2.26	Is employee aware of the role he is expected to play in housekeeping of the area or section in which he works and the importance of it in prevention of accidents?			
3.	<u>WORK PERMIT</u>			
3.1	Does employee know how the Work Permit system operates?			
3.2	Is employee aware of when Work Permits must be used?			
3.3	Have the signing on and signing off procedures concerning permits been explained to employee and has he been instructed on what to do if the job is interrupted, or handed over to someone else?			
3.4	Has employee been instructed to observe permit "special precautions" and "protective clothing" requirements, during the validity period of the permit?			
3.5	Is employee aware that under certain circumstances a permit could be necessary in a workshop?			

		<i>Training Completed</i>		
		<i>Trainer or N/A</i>	<i>Signature of trainer</i>	<i>Date</i>
3.6	Has employee been instructed in lock out and tag out techniques (electrical, mechanical and pipework) and their importance?			
3.7	Does employee appreciate that when special precautions are called for, the person who has taken over is authorized to carry out ONLY the job described unless further authority approval has been obtained?			
3.8	Is employee aware of the special precautions which must be taken when it is necessary to enter a confined space? And how to recognize a confined space?			
3.9	Is employee aware of any special arrangements which exist for isolating electrical systems?			
4.	<u>MECHANICAL & ELECTRICAL HAZARDS</u>			
4.1	Has employee been instructed in the proper methods of breaking into lines?			
4.2	Does employee know where low voltage hand tools should be used?			
4.3	Does employee know the rules governing the use of standard voltage hand tools?			
4.4	Is employee familiar with the hazards associated with soldering, welding and flame-cutting and the correct precautionary measures?			
4.5	Does employee know that he is required to wear additional eye protection for certain tasks and/or in certain locations and have these tasks and locations been explained to him?			
4.6	Does employee know that special precautions are required for working on roofs or in excavations?			
4.7	Have rules relating to the use, care and return of ladders and lifting equipment been explained?			
4.8	Has employee been told that access to fire equipment, emergency exits, and electrical switchboards must be kept clear at all times?			
4.9	Has employee been instructed how to handle cylinders and other heavy objects correctly?			
4.10	Does employee understand that only trained personnel can use cranes and lifting equipment?			

		<i>Training Completed</i>		
		<i>Trainer or N/A</i>	<i>Signature of trainer</i>	<i>Date</i>
4.11	Is employee aware that only qualified electricians can carry out electrical repairs, even though apparently trivial?			
5.	<u>TRAFFIC HAZARDS</u>			
5.1	Has employee been told that a speed limit exists for all vehicles in the factory?			
5.2	Has employee been told that only trained and authorized personnel are allowed to drive or operate forklift trucks?			
5.3	Has employee been told that riding as a passenger on a forklift truck or the back of a lorry is forbidden?			
5.4	Has the employee been told that he shall not enter the hazard-zone around a fork-lift-truck unless there was an unmistakable sign from the FLT-driver that the employee is allowed to pass?			
5.5	Has employee been advised to keep clear of vehicles moving without warning from docks, etc.?			
5.6	Has employee been instructed to report all unsafe conditions at customer's premises as well as in the factory?			
5.7	Does employee know that he should use pedestrian walkways when they are available/identified?			
5.8	Has employee been told that the use of seat belts is mandatory while driving any vehicle on the site?			
6.	<u>FIRST AID AND INJURIES</u>			
6.1	Does employee know who the department first-aider is, or trained medical staff e.g. doctor or nurse and where they are located?			
6.2	Does employee know that all injuries must be reported to his Supervisor and a record made in the Accident Logbook as soon as possible?			
6.3	Does employee know that if an injury occurs which necessitates his absence from work, he must, as soon as possible before the first day or shift of absence, inform his Supervisor?			
6.4	Does employee know that, during absence from work, he may be requested to attend medical examination by an appointed Doctor?			

		<i>Training Completed</i>		
		<i>Trainer or N/A</i>	<i>Signature of trainer</i>	<i>Date</i>
6.5	Does employee know that, on return to work, he may be required to be examined by an appointed Doctor?			
7.	<u>SAFETY ORGANISATION</u>			
7.1	Has the employee been given a copy of the Site Safety Policy?			
7.2	Have the Life Saving Rules or Company equivalent been explained to the employee?			
7.3	Has the Safety Policy been explained to employee?			
7.4	Has Safety organisation (Company and operating unit) been explained to employee?			
7.5	Does employee know to whom he should address queries on Safety?			
7.6	Has employee been advised about the function of the Safety Committee?			
7.7	Has employee been advised about Safety Audits and inspections and the role he may be asked to play?			

Appendix B: Example Certificate – Induction Training

COMPANY / SITE

“INDUCTION TRAINING CERTIFICATE”

- Training of New Employees -

This form must be completed before the employee starts work:

Name :

Id. N° :

Job Title :

Department :

The above employee was instructed about the basic rules of safety and good housekeeping per Safety Training Leaflet 02 (EIGA Doc. 23.02 *Safety Training Leaflet 02, Basic Rules for Safety and Good Housekeeping*).

The following documents were handed over:

- Safety Training Check List,
- Leaflets
- Others..

Employee was provided with following pieces of personal protective equipment:

- Hard hat,
- Safety glasses,
- Safety shoes.
- Others..

Date:

Names/Signatures:

Immediate Manager :

Employee :

Comments:

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Appendix C: Example Certificate – Safety Qualification

COMPANY / SITE

“SAFETY QUALIFICATION CERTIFICATE”

- Training of New Employees -

This certifies that..... (Id. N°).....
was delivered Safety training as detailed in the sections 1 to 7 of attached Safety Training check list.

JOB / FUNCTION:..... Department:

Date/time job start:.....

Name/Signature of
immediate Manager: Date:.....

Name/Signature of
Employee:..... Date:.....

COMMENTS BY SENIOR MANAGER (when applicable):

.....
.....
.....
.....
.....
.....

Name/Signature:..... Date :.....

COMMENTS - SAFETY/TRAINING OFFICER (when applicable) :

.....
.....
.....
.....
.....

Place this certificate with completed Safety training checklist in the employee’s training file