

(Sample)

## **Occupational Health and Safety Training**

This is to certify that Occupational Health and Safety training has been provided by (Company Name) to (Employee Name) on (date) and included the topics as outlined below:

### **Internal Responsibility System**

- Describe what the Internal Responsibility System is and how it is apparent in the workplace

### **Hazard Awareness and Control**

- Describe what a hazard is
- Define Occupational Illness and Latency
- Define category hazards
- Discuss hazard controls and the control hierarchy

### **Workplace Housekeeping**

- Discuss the principles of workplace housekeeping and its role in injury prevention

### **Slips, Trips, Falls**

- Define slips, trips and falls
- Outline causes and situations leading to slips, trips and falls
- Review potential severity of injury due to falls
- Review methods and steps to prevent slips, trips and falls in the workplace

### **Biological Hazards – Sharps Training**

- Describe what a biological hazard is
- Outline sources of biological hazards
- Outline how biological hazards are transmitted
- Discuss controls for biological hazards and prevention of biological related illness
- Define sharps and provide examples
- Discuss what to do if you find a sharp
- Discuss proper handling and disposal of sharps
- Outline controls for needlestick injury prevention
- Outline protocols for responding to a needlestick injury should one occur
- Outline protocols for blood and body fluid handling and clean up

### **Basic Fire Safety**

- Discuss the Fire Triangle Concept
- Review types of fires
- Review fire extinguisher classes and which fires they are to be used with
- Review the proper use of a fire extinguisher including the P.A.S.S. concept
- Review General Fire Safety Plan information

Authorized Signature \_\_\_\_\_ Position \_\_\_\_\_