



**Safety Training Sign-In**

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Meeting Leader (print clearly) \_\_\_\_\_

Meeting Leader (signature) \_\_\_\_\_

Meeting Topic (print clearly) \_\_\_\_\_

<p><b>Topics Discussed</b> [attach agenda or identify all documents provided and items discussed]</p>

<p><b>Personnel In Attendance</b> [may attach separate attendance sheet that includes printed name as well as signature for each employee attending]</p>	
Employee Name (print clearly)	Employee Signature

**Date of next Safety Meeting:** \_\_\_\_\_

\*\*\*Safety Meeting sign-in sheet and related meeting documents must be submitted to Karla Cole.