

Exide - Training Record

Employee:

Task: Safety Orientation

Required Prerequisites: Medically Approved to Wear a Respirator

Task Number	Procedure/Curriculum	Read the Procedure	Debrief on the procedure	Walk Around the equipment and work	Safety Review of the task.	Task Demonstrated by Trainer	Trainee Describes Task.	Task Demonstrated by Trainee.
1	Introduction to Exide	Date:						
		Trainer Initials:						
		Trainee Initials:						
2	Emergency Procedures (Location, Head Count, Reaction, Severe Weather Shelters and Eye & Shower Stations Unobstructed)	Date:						
		Trainer Initials:						
		Trainee Initials:						
3	Back Prevention (Lifting - Bending at the knees, etc.)	Date:						
		Trainer Initials:						
		Trainee Initials:						
4	Basic Electrical Safety	Date:						
		Trainer Initials:						
		Trainee Initials:						
5	PPE : Safety Glasses along with Face Shields & Where & Why	Date:						
		Trainer Initials:						
		Trainee Initials:						
6	PPE : Hearing Protection & Where & Why & How	Date:						
		Trainer Initials:						
		Trainee Initials:						
7	PPE: Hard Hats & Where & Why	Date:						
		Trainer Initials:						
		Trainee Initials:						
8	PPE: Safety Boots & Where & Why	Date:						
		Trainer Initials:						
		Trainee Initials:						
9	PPE: Gloves	Date:						
		Trainer Initials:						
		Trainee Initials:						
10	Introduction to Respirators	Date:						
		Trainer Initials:						
		Trainee Initials:						

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11	Explain the different types	Date:							
		Trainer Initials:							
		Trainee Initials:							
12	Explain the clean shaven policy	Date:							
		Trainer Initials:							
		Trainee Initials:							
13	How to wear a respirator	Date:							
		Trainer Initials:							
		Trainee Initials:							
14	How to perform the positive and negative test	Date:							
		Trainer Initials:							
		Trainee Initials:							
15	How to clean and store the respirator	Date:							
		Trainer Initials:							
		Trainee Initials:							
16	What to do if the respirator is damaged or needs replacing	Date:							
		Trainer Initials:							
		Trainee Initials:							
17	Fire extinguishers (How to use "PASS" - Unobstructed - Type of	Date:							
		Trainer Initials:							
		Trainee Initials:							
18	Permit Confined Space & DVD	Date:							
		Trainer Initials:							
		Trainee Initials:							
19	Lockout Tagout	Date:							
		Trainer Initials:							
		Trainee Initials:							
20	Hazard Communication (Right to Know - SDS - Labeling)	Date:							
		Trainer Initials:							
		Trainee Initials:							
21	Working at Heights (Discuss & Demonstrate Full Body Harness)	Date:							
		Trainer Initials:							
		Trainee Initials:							
22	Practice Good Hygiene (Contamination Issues, D-Lead Soap. Break Room	Date:							
		Trainer Initials:							
		Trainee Initials:							
23	Lead, Cadmium & Inorganic Arsenic	Date:							
		Trainer Initials:							
		Trainee Initials:							
24	Molten Materials	Date:							
		Trainer Initials:							
		Trainee Initials:							

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25	Storm Water Pollution Prevention	Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
26	Hazardous Waste	Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
27	Handling Caustic Safely	Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
28	Housekeeping	Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
29	General Safety Rules (Horseplay-Weapons-Long Hair-Food&	Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
30	JSA	Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
31	PPE Hazard Assesement	Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
32	Power Industrial Vehicles (Forklifts, etc.)	Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
33	Hand Outs Issued (Safety Book -LOTO Card - Other Materials)	Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
34	Jewelry & Electronic Devices	Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
35		Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
36		Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
37		Date:																			
		Trainer Initials:																			
		Trainee Initials:																			
38		Date:																			
		Trainer Initials:																			
		Trainee Initials:																			

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Task Number	Exide Training Record Continuation Page Comments- Enter program evaluation on training documents/presentation.

I have been Fully Trained and feel confident to perform the above job (Trainee Signature) _____

I have reviewed the trainee's above training and find it complete: (Supervisor Signature) _____

PERFORMANCE CHECK LIST

Instructions to Tester: Evaluate each driver in a setting that is comparable to the tasks they will be performing on the job. Evaluate each area below: Unacceptable = 0; Acceptable = 1; Good = 2; Excellent = 3. You will evaluate and give 0-3 points for each Step of the test. they must obtain 75 points to pass the test & perform all steps.

#	Steps	Score	Steps	Score
1			21	
2			22	
3			23	
4			24	
5			25	
6			26	
7			27	
8			28	
9			29	
10			30	
11			31	
12			32	
13			33	
14			34	
15			35	
16			36	N/A
17			Add Comments Below	Total
18				
19				
20				

Trainee Print Name & Sign: Date:	Trainer Print Name & Sign: Date:
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Date:	Supervisor Signature:
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Upon completion submit to the Human Resource Dept.