



## GUIDELINES FOR THE RECORD OF TRAINING FOR HEARING CONSERVATION

**USE** The Record of Training for Hearing Conservation is used to document training activities performed to inform employee's about the hazardous effects of noise, and the company's Hearing Conservation program.

- a. **DEPARTMENT OR JOB SITE** - Enter the departments or job site for which training was conducted.
- b. **LOCATION** - Enter the location where the training took place.

At the end of the training session, participants should enter the following information:

- c. **EMPLOYEE NAME** - Employees sign and print their name on the lines provided.
- d. **EMPLOYEE'S SOC. SEC. #** - Employees enter their social security number. If unknown, this can be provided and entered at a later date.
- e. **TRAINING DATE** - Enter the date the training was conducted.
- f. **TRAINING BY** - Enter the name of the trainer conducting the training session.
- g. **INITIAL OR FOLLOW-UP** - Place a checkmark (✓) indicating whether this training was initial or annual follow-up training.