PPE Training Sign-Off Sheet

Employee Training Documentation & Acknowledgment Form

OSHA 29 CFR 1910.132(f) Training Requirements

About This Form

OSHA requires employers to train employees who are required to use PPE. This training must cover specific topics and be documented. Use this form to record PPE training sessions and obtain employee acknowledgments.

Required Training Topics (29 CFR 1910.132(f)):
- When PPE is necessary
- What PPE is necessary for each task
- How to properly put on, take off, adjust, and wear PPE
- Limitations of the PPE
- Proper care, maintenance, useful life, and disposal of PPE

Retraining is required when:
- Changes in the workplace render previous training obsolete
- Changes in PPE types render previous training obsolete
- Employee demonstrates lack of understanding or skill

RECORD RETENTION

Maintain training records for each employee for the duration of employment. Records should include training date, topics covered, and employee signature.

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Training Session Information

COMPANY & TRAINING DETAILS

Company Name: _____ Date: _____

Department/Work Area: _____ Location: _____

Trainer Name: _____ Trainer Title: _____

TYPE OF TRAINING

Check one:

☐ Initial Training (New Employee) ☐ Annual Refresher Training ☐ Retraining (Deficiency)

☐ New PPE Introduction ☐ Job/Task Change ☐ Other: _____

PPE TYPES COVERED IN THIS TRAINING

Check all that apply:

☐ Hard Hat / Head Protection ☐ Safety Glasses / Goggles ☐ Face Shield

☐ Hearing Protection ☐ Gloves (specify type below) ☐ Safety Footwear

☐ Respiratory Protection ☐ Fall Protection / Harness ☐ High-Visibility Clothing

☐ Protective Clothing / Coveralls ☐ Chemical-Resistant PPE ☐ Welding PPE

Specific PPE models/types used in training:

OSHA-REQUIRED TRAINING TOPICS COVERED

☐ When PPE is necessary (hazard recognition)

☐ What PPE is necessary for specific tasks and work areas

☐ How to properly put on (don) PPE

☐ How to properly take off (doff) PPE

☐ How to adjust and wear PPE correctly

☐ Limitations of the PPE (what it protects against and what it doesn't)

☐ Proper care and maintenance of PPE

☐ Useful life and signs of wear/damage requiring replacement

☐ Proper storage of PPE

☐ Disposal procedures for disposable or damaged PPE

Additional topics covered:

Employee Sign-Off

By signing below, I acknowledge that I have received training on the PPE indicated and understand my responsibilities.

Employee Acknowledgment Statement:

I certify that I have received training on the use of Personal Protective Equipment (PPE) as indicated on this form. I understand when PPE is required, how to properly wear and care for it, and its limitations. I agree to use the required PPE as trained and to report any defective or damaged equipment to my supervisor immediately.

#	Employee Name (Print)	Job Title	Employee ID	Signature	Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Trainer Certification

I certify that the employees listed above have received training on the PPE topics indicated on this form.

Trainer Signature: _____ Date: _____ Page ___ of ___