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| Sample Documentation: Safety Training | |
| Course Title: Safe Electrical Work Practices In Person Training Series | |
| Training Type: Classroom training | |
| Employee Name: Joe Somebody | Signature: |
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| Completion Date: Nov. 15, 20XX | |
| Course Description:  Interactive classroom training with practical application on performing safe work practices. Topics include:   * Components of an electrical safety program * Establishing an electrically safe work condition * Selection and use of test instruments * Risk assessment procedure * Selection and testing of PPE * Job safety planning * Training requirements * Equipment maintenance | |
| Instructor Name: | Signature: |