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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
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| Instructor Name:  | Signature:  |