

SAFETY AUDIT RECORD KEEPING TEMPLATE

Employee Name: _____

Year/Date: _____

Record Association/Audit Tool Name	Recorded by:	Due Date	Date Done
Personnel Issues <ul style="list-style-type: none"> ✓ Personnel policy review ✓ Sexual harassment training ✓ 		New Employee or policy Annually	
New Employee Training <ul style="list-style-type: none"> ✓ General Safety Orientation ✓ Job specific safety training 		New Employee New Employee/new job	
Employee Training <ul style="list-style-type: none"> ✓ Refresher training ✓ New job training 		Annually With new job	
Certifications & Licenses <ul style="list-style-type: none"> ✓ Waste Water Plant Operator ✓ Water Plant Operator ✓ EMT ✓ Comm. Driver's License ✓ Haz Mat ✓ Playground Inspector ✓ ✓ 		Annually – May Annually – May Annually - March	
Incident Report <ul style="list-style-type: none"> ✓ Injury, accident, near miss ✓ Investigation ✓ Corrective action completed 		As needed	
Workers' Compensation Claim		Within 6 days	
PPE violation			
Lifting Policy violation			
Other			
Other			