

### APPENDIX M Training Documentation Sample Form

Name of person trained: \_\_\_\_\_

Classification:

- CHM 499 student**  **SCI 490H student**
- student employee**  **visiting researcher**
- graduate student** \_\_\_\_\_ **department**  **visiting faculty**
- postdoctoral researcher/associate/fellow**
- full time regular A/P or technical staff member**
- part time or temporary A/P or technical staff member**
- other (explain** \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor classification, department \_\_\_\_\_

Name/type of training: \_\_\_\_\_

Date \_\_\_\_\_ Duration \_\_\_\_\_

Person administering training \_\_\_\_\_

Elements of the training (list topics covered, give details if appropriate)

Quiz/test performance \_\_\_\_\_ or mark here  to indicate no testing.

Signed: \_\_\_\_\_  
person administering training

Signed: \_\_\_\_\_  
supervisor

The School and the Department are responsible for ensuring that supervisors -- usually, but not always faculty -- are accountable for the safety training of their staff, and are able to produce adequate and complete safety training records for all staff upon request. The training need not be administered by the supervisor, but the supervisor is ultimately responsible for making it happen.

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*The official versions of all REM forms and documents are the versions at the REM website. Always check there -- being at [www.purdue.edu/REM](http://www.purdue.edu/REM) -- to make sure that you have the official version of any form or other document.*