

# Subcontractor Training Documentation Form

## Part I. Subcontract Information:

\_\_\_\_\_  
Contract Company Name (print)

\_\_\_\_\_  
Date(s) of contract

\_\_\_\_\_  
Contract Employee Name (Print)

\_\_\_\_\_  
Host's name (print)

\_\_\_\_\_  
Group/Section Leader Name

\_\_\_\_\_  
Program/Department

Describe the actions the contractor will perform (include trade, equipment used, chemicals used, number of employees, hours of work, etc.), attach additional sheet if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part II. Hazard Communication (Right-To-Know)

Host to Provide:

- General overview of HAZCOM (A HAZCOM Video is available through Training at 125 Spedding)
- Location of Chemical Inventories and Material Safety Data Sheets (applicable) and
- Who to contact if there are questions.

## Part III. Job (Activity) Specific Training

List Job (Activity) Specific Training received.

<u>Description of Training</u>	<u>Date</u>	<u>Provided by</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Contractor Training Documentation Form (continued)

## Part IV. Area Specific Training

Check the appropriate items discussed.

- Explain the announcement system: Fire Alarm, Seek Shelter and Emergency
- Emergency Evacuation Procedures and Emergency Responsibilities
- Location of manual fire pulls within area
- Location of portable fire extinguishers within area (e.g., review types and usage procedure)
- Location of emergency showers within area
- Location of eye wash station within area
- Location of first aid kit and review of additional medical treatment options
- Location of Ames Laboratory ESH&A Program Manual
- Any other emergency awareness or area specific training, please list below:
- Subcontractor has been informed that they are to notify Ames Laboratory of injuries, environmental releases or property damage.

Comments: \_\_\_\_\_

I have received and reviewed the Ames Laboratory Visitors Safety Guide with my host or a designated escort and I have received Hazard Communication Training, Job (Activity) Specific Training and the Area Specific Training as listed on this form.

\_\_\_\_\_  
Subcontract Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subcontract Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subcontract Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subcontract Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Host / Escort Signature

\_\_\_\_\_  
Date

## Part V. Visitor Training Review by ESH&A

ESH&A review comments/recommendations: \_\_\_\_\_

\_\_\_\_\_  
ESH&A Sign-Off

\_\_\_\_\_  
Date