

1. SESSION INFORMATION

Date _____ Course / topic _____ Start _____ End _____
 Lead trainer _____ Assisting trainer(s) _____ Student # _____
 Company / client _____ Training location / site _____ Guest # _____
 Setting (Indoor / Outdoor / Both) _____ Practical planned? Y / N _____ Weather / conditions _____

PURPOSE: Identify hazards for THIS training session and practical, brief controls to everyone present, and document acknowledgment before work begins.
 Write trainer initials when each item is briefed (or N/A). Re-brief if activity, location, weather, or equipment changes.
STOP WORK: Any instructor or student may stop training immediately if a hazard is uncontrolled.

2. EMERGENCY ACTIONS (facility tour / EAP - initial when covered, or write N/A)

Conduct a short facility orientation before class. Write trainer initials in each box after briefing. List up to 3 trained first responders if available.

☐ EAP / emergency plan reviewed	☐ Exits identified and clear
☐ Muster / assembly point	☐ Emergency phone / radio
☐ First aid kit location	☐ Eye wash / shower (if required)
☐ Fire extinguisher locations	☐ SDS / chemical info access
☐ AED location (if available)	☐ Site alarm / radio channel

Site emergency # _____ First responders 1) _____ 2) _____ 3) _____

3. HAZARDS AND MITIGATIONS (initial when briefed; blank rows for site-specific hazards)

Hazard	Potential risks	Mitigation / controls	Initials
Working at heights / falls	Falls; dropped objects	Fall protection or guardrails as required; inspect gear; control drop zones	☐
Confined space (if entered)	Atmosphere; rescue delay	Permit, air monitor, attendant, rescue plan - no entry without full program	☐
Electrical energy	Shock; arc flash; burns	LOTO / de-energize when required; qualified persons only for energized work	☐
Manual handling / lift demos	Strain; crush; drops	Team lifts, mechanical aids, clear path; limit demo weights	☐
Chemical / dust / fumes	Burns; inhalation	SDS review, PPE, ventilation; minimize classroom quantities	☐
Slips, trips, falls	Sprains; fractures	Housekeeping, cord control, mark wet floors, proper footwear	☐
Fire / hot work	Burns; ignition	Extinguishers ready; hot-work permit if needed; control ignition sources	☐
Weather (heat / cold / storm)	Illness; lightning	Hydration, rest breaks, shade/warmth; postpone outdoor practical in storms	☐
Rigging / crane / loads	Crush; swing; overload	Qualified rigger/operator; exclusion zones; inspect gear; trial-lift mindset	☐
Tools / props / equipment	Cuts; pinch; failure	Inspect before use; follow manufacturer instructions; remove damaged gear	☐
Vehicle / mobile equipment	Struck-by; traffic	Spotters, high-vis, walk paths; stay out of swing radius	☐
			☐
			☐

4. PPE FOR THIS SESSION (check all that apply)

☐ Hard hat
 ☐ Safety glasses
 ☐ Face shield
 ☐ Hearing protection
 ☐ Gloves
 ☐ Safety footwear
 ☐ Hi-vis vest
☐ Fall protection harness
 ☐ Respirator (type: _____)
 ☐ FR / AR clothing
 ☐ Other: _____

5. PRACTICAL / DEMO CONTROLS (complete when hands-on or field exercises are planned)

Practical description

Equipment / props used

Exclusion zone / barriers

Rescue / stop plan

☐ Equipment inspected before use
 ☐ Qualified persons only for high-risk demos
 ☐ Students briefed on stop signals

☐ Spotters / attendants assigned
 ☐ Emergency equipment staged
 ☐ Weather re-checked (outdoor)

Additional practical notes

6. ADDITIONAL HAZARDS / CHANGES DURING THE DAY

Time	New hazard / change	Control applied	Initials

7. TRAINER CERTIFICATION

I briefed the emergency actions and applicable hazards/controls for this training session. Participants had the opportunity to ask questions.

Lead trainer (print)

Signature

Date / time

Assisting trainer (print)

Signature

Date / time

8. PARTICIPANT ACKNOWLEDGMENT / DAILY SIGN-IN

By signing, I acknowledge the hazards of this training course and have been briefed on the mitigations in place (includes instructors).

#	First and last name (print)	Signature
1		
2		
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12		

#	First and last name (print)	Signature
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9. ATTACHMENTS / CLOSE-OUT

Attached:

☐ Extra sign-in sheet
 ☐ Site map / muster sketch
 ☐ Lift plan / permit
 ☐ SDS copies
 ☐ Other:

Total signed

JHA filed by (print)

Signature

Date