

# Safety Training Attendance Record Form

The **safety training attendance record form sample** is an essential document for tracking participant presence during safety workshops. It helps organizations maintain compliance with regulatory requirements and ensures that all employees have received proper training. Utilizing this form streamlines record-keeping and enhances workplace safety management.

## Training Details

Training Title			
Date		Location	
Trainer(s)			

## Attendance Record

No.	Employee Name	Employee ID	Department	Signature	Time In	Time Out
1						
2						
3						

**Note:** Please ensure all attendees sign this form upon arrival and departure. Keep this document for at least 3 years or as per your organization's regulatory compliance requirements.