



FAST Series for Tractor Drivers: Section Four--Background Information¹

Farm Employers Labor Service²

On the following pages³ are copies of safety training logs that you can use to document the training you provide your employees. Employees do not have to sign or initial the forms to make the forms official. However, you should attempt to get the employee's signature or initial.

Under OSHA rules you are required to keep these records for three years unless you have fewer than 10 employees. In that case you are required to maintain "a log of instructions provided to the employee with respect to the hazards unique to the employee's job assignment when first hired or assigned new duties." General Industry Safety Order (GISO) subsection 3203 (b) (2) Exception No. 1.

Also, "training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment." GISO subsection 3203 (b) (2) Exception No. 2.

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1. This document was extracted from the FELS Ag Safety Training Series for Tractor Drivers.
 2. Farm Employers Labor Service; 1601 Exposition Blvd., FB-17, Sacramento, CA 95815-5103; Ph#: (916) 924-4124.
 3. The Safety Training Logs are not available for on-screen viewing. Sample Safety Training Logs are available in the printed version of this document.

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Initial Safety Training Log for Tractor Drivers

New Employee Name _____ Date _____

Position _____ Supervisor _____

I certify that the new employee noted above received a thorough safety orientation by me.

The following subjects were reviewed:

- | | |
|---|--|
| <input type="checkbox"/> Personal Clothing, i.e., shoes, etc. | <input type="checkbox"/> Nine Safety Rules GISO § 3664 |
| <input type="checkbox"/> Lifting Procedures | <input type="checkbox"/> Safety Equipment |
| <input type="checkbox"/> Reporting Injuries or illnesses | <input type="checkbox"/> Driving on Public Roads |

The following are the job or task specific subjects reviewed with the new employee:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The new employee was shown the following audio/video programs or given the safety materials noted below:

_____	_____
_____	_____
_____	_____
_____	_____

Signed _____ Date _____
(Company Representative)

Signed _____ Date _____
(New Employee)