

SECTION 8

TRAINING AND COMMUNICATIONS

Table of Contents	Page
Training and Communications Policy - Sample	2
Orientation Form - Sample	3
Tool Box Meeting Record Form - Sample	5
Employee Training Record Form - Sample	6
Supervisor Performance Evaluation - Sample	7
Employee Performance Evaluation - Sample	9

The samples provided in this section must be customized to your company. They should include specific frequencies, responsibilities and your company's name where appropriate. Only one of each policy/form should be selected and implemented for each section.