

# Training Compliance Checklist

- Structured training program for both QEW and UEW
  - Establish clear objectives
  - Tie training to job descriptions
  - Review and evaluate program annually
    - Training should be focused on the risks associated with the job and the knowledge to perform the job successfully and safely
- Well-written, clearly defined job description that identifies the job as subject to the associated OSHA requirements (this could include regulations beyond those covered in this training)
  - Develop parameters
  - Set expectations
- Knowledge assessments (quiz)
  - Show understanding of concepts
  - Establish passing score for competency
- Skill assessment (performance demonstration)
  - Demonstrate mastery of skills
  - Establish understanding of safety requirements
- Training that addresses electrical and electrical equipment risks
  - Train workers on expectations and requirements
  - Follow industry standard for refresher training
  - Supplement and strengthen your training program with external resources
- Periodic performance evaluation for higher risk tasks, particularly those not performed regularly
  - Ensure retention of competency and skills
- Centralized training tracking
  - Manage documentation
  - Record completed training
  - Evaluate training program effectiveness

