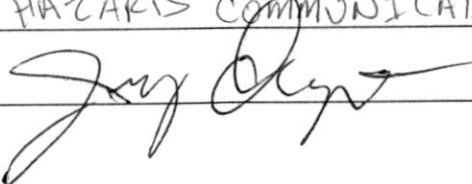


Personnel Training Record

Date of Training 12/02/2024

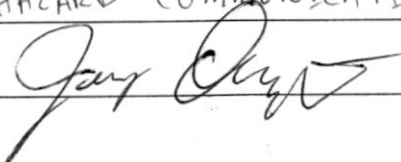
Training Module and / or Description	Trainee Name	Trainee Initials
TM502 - CA Workplace Violence Prevention Plan	Jonathan Diaz	JD
	Rosa Bandura	R

Trainer Name	SEELY ARAIZA
Trainer Title	HAZARD COMMUNICATION MANAGER
Training Conducted By: (Trainer Signature)	

Personnel Training Record

Date of Training 12/02/2024

Training Module and / or Description	Trainee Name	Trainee Initials
TM002 - Facilities Safety Training	Jonathan Diaz	JD
	Rose Brutch	Ri

Trainer Name	SPERRY ARAIZA
Trainer Title	HAZARD COMMUNICATION MANAGER
Training Conducted By: (Trainer Signature)	

Facility Familiarization Checklist:

Location #1: Upstairs Near Kitchen and Restrooms	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Location of gender neutral restrooms<input checked="" type="checkbox"/> Location of kitchen.<input checked="" type="checkbox"/> Explain kitchen trash gets picked up at end of day (unlike the rest of the office).<input checked="" type="checkbox"/> Show the fire extinguisher. Explain how to access it.<input checked="" type="checkbox"/> Show and explain the button to turn off back rollup door alarm. The person who presses the button is responsible for the open door.
Location #2: Upstairs near back stairs	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Show back stairs to lunch room area (alternate exit)<input checked="" type="checkbox"/> Show HR and Accounting office<input checked="" type="checkbox"/> Show graphics lab, upstairs conference room and upstairs break room<input checked="" type="checkbox"/> Explain not to go onto the mezzanine unless authorized
Location #3: Downstairs, 1661 lobby	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Location of emergency supplies<input checked="" type="checkbox"/> Location of 1661 fire alarm panel<input checked="" type="checkbox"/> Show exit, lobby doors alarmed
Location #4: Hall, downstairs restrooms	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Show restrooms<input checked="" type="checkbox"/> Show red button, push to open, alarm sounds, warehouse manager has key to turn off.
Location #5: 1661 Warehouse	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Show fire extinguisher, sign above indicates location of fire extinguishers in the warehouse.
Location #6: 1661 Warehouse, back corner	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Show emergency exit (example). Explain alarm will sound.<input checked="" type="checkbox"/> Show fire sprinkler riser, note that shutoff is outside the building.

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Location #7: 1661 Warehouse by Electrical Room	<input checked="" type="checkbox"/> Show exit door <input checked="" type="checkbox"/> Show gas valve tool location
Location #8: Outside back of 1661 Warehouse	<input checked="" type="checkbox"/> Show electrical room door, facilities has the key. <input checked="" type="checkbox"/> Show 1661 and 1671 gas valve locations.
Location #9: Outside 1671 Warehouse	<input checked="" type="checkbox"/> Show outside sprinkler shut off. Explain similar for 1661 on other corner. Lock can be broken off.
Location #10: Shipping Area	<input checked="" type="checkbox"/> This is where shipments leave the building <input checked="" type="checkbox"/> Show fire extinguishers. <input checked="" type="checkbox"/> Show fire hose. Don't use, get out instead. There are two hose racks in the 1671 warehouse. <input checked="" type="checkbox"/> Show warehouse entry, red button. <input checked="" type="checkbox"/> Explain only authorized personnel are allowed in the warehouse unescorted. It is a special access area.
Location #11: 1671 Warehouse near electrical room	<input checked="" type="checkbox"/> Show forklift charging area, eye wash. <input checked="" type="checkbox"/> Show sprinkler shutoff for 1671 in-racks, instructions. <input checked="" type="checkbox"/> Show exits.
Location #12: 1671 Warehouse	<input checked="" type="checkbox"/> Show fire hose.
Location #13: 1671 Warehouse at 1661 pass through	<input checked="" type="checkbox"/> Show fire extinguisher <input checked="" type="checkbox"/> Explain safety issues around the intra-building door. Watch for forklifts.

Location #14: Outside Production Assembly Room	<input checked="" type="checkbox"/> Show stairs to the warehouse mezzanine <input checked="" type="checkbox"/> Show water system <input checked="" type="checkbox"/> Explain that production gray and white rooms are special access. Only authorized allowed inside without escort. Use of hair and beard nets. <input checked="" type="checkbox"/> White room is where product is exposed to the air. No wood, cardboard etc.
Location #15: Production Assembly Room	<input checked="" type="checkbox"/> Show compounding white room <input checked="" type="checkbox"/> Explain tanks are heated, contain lots of heated fluid <input checked="" type="checkbox"/> Show eye wash in compounding white room
Location #16: Production White Room	<input checked="" type="checkbox"/> Show two emergency alarmed exits, one to lobby, one outside. <input checked="" type="checkbox"/> Show unlimited flow eye wash. Explain the bottled eye washes are to allow time to get to the water eye wash. Special access clearance not required in an emergency.
Location #17: Vestibule outside Production Lab	<input checked="" type="checkbox"/> Show hair net storage <input checked="" type="checkbox"/> Show locked door for white room access <input checked="" type="checkbox"/> Show Safety Data Sheet Rack <input checked="" type="checkbox"/> Show red button
Location #18: Hall Outside Lunch Room	<input checked="" type="checkbox"/> Show bulletin board of information, clinic number and location, other HR stuff.
Location #19: Employee Entrance	<input checked="" type="checkbox"/> Show badge reader and alarm panel. <input checked="" type="checkbox"/> Won't work when alarm is armed if you don't have an alarm code. <input checked="" type="checkbox"/> Alarm will beep if you enter the building when it is armed.
Location #20: Front of 1671	<input checked="" type="checkbox"/> Show water valves for 1661 and 1671 against building.

Location #21: Meeting Area	<input checked="" type="checkbox"/> Show meeting areas and explain. Meet on sidewalk in front of 1671 St Andrew Place. <input checked="" type="checkbox"/> Point to alternate meeting area. Corner of St Andrew and Lyon.
Location #22: Front Door for 1671	<input checked="" type="checkbox"/> Show front door badge reader <input checked="" type="checkbox"/> Show alarm panel. Same as employee entrance.
Location #23: 1671 Lobby	<input checked="" type="checkbox"/> Show fire alarm panel location. <input checked="" type="checkbox"/> Show downstairs restroom. Explain rules, visitors only.
Location #24: 1671 Upstairs above lobby	<input checked="" type="checkbox"/> Explain don't walk up or down the stairs while texting <input checked="" type="checkbox"/> Show glass; recommend not running down the stairs during an earthquake.