

# **MNOSHA recordkeeping requirements for training**

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For more information, contact:

Minnesota Department of Labor and Industry  
Occupational Safety and Health Division  
443 Lafayette Road N.  
St. Paul, MN 55155-4307  
Phone: (651) 284-5050  
Toll-free: 1-877-470-OSHA (1-877-470-6742)  
E-mail: [osha.compliance@state.mn.us](mailto:osha.compliance@state.mn.us)  
Web: [www.dli.mn.gov](http://www.dli.mn.gov)

## **MNOSHA recordkeeping requirements for training**

The following is a listing of those state and federal OSHA standards that have specific requirements for written training records.

### **Minnesota Employee Right-to-Know (ERTK or R-T-K) (Minnesota Rules Chapter 5206)**

MNOSHA requires the following information be retained in an employer's Right-to-Know training records (**note:** these records are in addition to an employer's written R-T-K program):

1. the date(s) training was conducted;
2. the name, title and qualifications of the person who conducted the training;
3. the names and job titles of the employees who attended the training; and
4. a summary or outline of the training.

However, under 1910.1020, Access to Employee Exposure and Medical Records, material safety data sheets (MSDSs) are considered part of an employee's exposure record. The identity of the chemical, the location where it was used and the time period it was used must be retained for at least 30 years after a material is no longer used if the MSDS is not retained.

The Employee Right-to-Know standard also requires employers provide training records to employees for review upon request and to retain them for at least three years.

### **Operation of Mobile Earth-moving Equipment (Minn. Rules 5208.1000)**

Records of both employee training and joint contractor-employee safety awareness meetings must be retained for the duration of the project. The documentation of the employee safety meeting must include the date of the meeting, a list of participants and a brief summary of what was reviewed.

### **Occupational Noise Exposure (29 CFR 1910.95)**

There are no specific requirements for training records in the federal standard. In Minnesota, employers must comply with the recordkeeping requirements under Employee Right-to-Know.

### **Process Safety Management (29 CFR 1910.119 and 1926.64)**

Both the employer and any contract employers are required to record:

1. the identity of the employee(s) trained;
2. the date(s) of training; and
3. the means used to verify the employee understood the training.

**Note:** Refresher training shall be conducted as often as necessary to assure the employees understand and follow the current operating procedures (at least every three years).

## **Hazardous Waste Operations and Emergency Response (HAZWOPER) (29 CFR 1910.120 and 1926.65)**

Employees who successfully complete the required training and field experience for hazardous waste operations must receive a written certificate from the instructor or from the head instructor and the trained supervisor. Equivalent training must be certified or documented to show it meets the requirements for initial training under the standard.

For employees trained under the emergency response requirements, the employer must create a statement of training or competency. If a statement of competency is made, the employer must record how competency was demonstrated.

## **Personal Protective Equipment, General Requirements (29 CFR 1910.132)**

The employer must create a written certification that each employee received and understood the training. This certification must include:

1. the name of each employee trained;
2. the date(s) of training; and
3. the subject of certification.

## **Respiratory Protection (29 CFR 1910.134)**

There are no specific requirements for written training records although 1910.134 does allow an employer “to demonstrate that a new employee has received training within the last 12 months” to satisfy the training requirements.

## **Permit-required Confined Spaces (29 CFR 1910.146) and Confined Spaces (Minn. Rules § 5207.0300-.0304)**

The federal standard requires the employer certify the training is completed. The certification shall contain:

1. the employee’s names;
2. the signature(s) or initials of trainer(s); and
3. the date(s) of training.

This certification must be made available for inspection by employees and their representatives.

The Minnesota rule, which applies only to construction, does not explicitly state what training records need to be kept.

## **The Control of Hazardous Energy (Lockout/Tagout) (29 CFR 1910.147)**

The employer must certify the employee training has been accomplished and is up to date. The certification must contain:

1. the names of employees trained; and
2. the date(s) of training.

### **Powered Industrial Trucks (29 CFR 1910.178)**

The employer must certify each operator has been trained and evaluated as required by paragraph (l). The certification must contain:

1. the name of the operator;
2. the date of the training;
3. the date of the evaluation; and
4. the identity of the person(s) performing the training or evaluation.

The operators must be evaluated at least once every three years and given refresher training as required under 1910.178(l)(4)(ii).

### **Mechanical Power Presses, Presence Sensing Device Initiation (PSDI) (29 CFR 1910.217(h))**

The employer must certify employees have received the training specified under this standard. The certification shall contain:

1. the name(s) of employee(s) trained;
2. the signature of employer or trainer; and
3. the date(s) training is completed.

The certification must be kept for the duration of employment.

### **Asbestos (29 CFR 1910.1001 and 1926.1101)**

The employer shall maintain all employee training records for one year beyond the last date of employment of that employee. There is no specific requirement in the OSHA standards regarding what must be included in the records.

### **Cadmium (1910.1027(n)(4) and 1926.1127(n)(4))**

The federal standard requires the employer certify the training is completed. The certification shall contain:

1. the identity of person(s) trained;
2. the signature of the employer or the person who conducted the training; and
3. the date training was completed.

Certification records must be maintained on file for one year beyond the date of the training.

### **Bloodborne Pathogens (29 CFR 1910.1030)**

The records for bloodborne-pathogens training must contain the following information and be retained for three years:

1. the date(s) the training was conducted;
2. the contents or a summary of the training sessions;
3. the name(s) and qualifications of the person(s) who conducted the training; and
4. the names and job titles of the employees who attended the training.

The standard also requires employers provide training records to employees and their representatives for examination and copying upon request.

### **Methylene Chloride (29 CFR 1910.1052 and 1926.1152)**

Paragraph (l) of the standard about Employee Information and Training does not specify what needs to be retained for training records. However, paragraph (j), Medical Surveillance, requires the written medical opinion contain a statement that the employee has been informed by the physician or other licensed health care professional:

1. that methylene chloride is a potential occupational carcinogen;
2. of risk factors for heart disease; and
3. of the potential for exacerbation of underlying heart disease by exposure to methylene chloride through its metabolism to carbon monoxide.

The written medical opinion must be retained for the duration of employment plus 30 years.

### **Fall Protection in Construction (1926.503)**

The employer must certify the employees have been trained by a competent person as required by the standard. The certification record shall contain:

1. the name or other identity of the employee trained;
2. the date(s) of training; and
3. the signature of the trainer or the employer.

If the employer relies on training conducted by another employer or completed prior to effective date of this section, the certification record shall indicate the date the employer determined the prior training was adequate rather than the date of the actual training.