

# Site-Specific Hazard Communication Training Form

TRAINING TYPE

 INITIAL

 SUPPLEMENTAL

UT Tyler Hazard Communication Program and General Chemical Safety	Supervisor's Notes:																																
<input type="checkbox"/> Review Hazard Communication Program.	→ Review workplace Hazard Communication program procedures.																																
<input type="checkbox"/> Discuss “no eating or drinking” where chemicals are stored or used.	→ Ensure employees understand the risks and the designated location to eat and drink that is free of hazardous chemicals.																																
<input type="checkbox"/> Discuss chemical storage requirements and compatibility standards.	→ Review workplace practices and procedures used to ensure chemicals are properly stored. Review chemical compatibilities.																																
Inventory, Safety Data Sheets (SDS), and Labeling																																	
<input type="checkbox"/> Identify workplace chemical inventory list (CIL), and identify the location of the chemicals the employee may use or be exposed to, prior to use.	→ Ensure employee knows; how to acquire the workplace CIL and the locations where hazardous chemicals are stored or used.																																
<input type="checkbox"/> Identify location of SDSs. Familiarize employees on how to read and use the information contained in the SDS.	→ Have employee obtain an SDS for a hazardous chemical they use or provide one for a chemical that will be used.																																
<input type="checkbox"/> Review a workplace SDS: <table border="1" style="width: 100%; margin-top: 10px;"> <tr><td style="width: 10px;"> </td><td>Identification</td></tr> <tr><td> </td><td>Hazard(s) Identification</td></tr> <tr><td> </td><td>Composition/Information on Ingredients</td></tr> <tr><td> </td><td>First-Aid Measures</td></tr> <tr><td> </td><td>Fire-Fighting Measures</td></tr> <tr><td> </td><td>Accidental Release Measures</td></tr> <tr><td> </td><td>Handling and Storage</td></tr> <tr><td> </td><td>Exposure Controls/Personal Protection</td></tr> <tr><td> </td><td>Physical and Chemical Properties</td></tr> <tr><td> </td><td>Stability and Reactivity</td></tr> <tr><td> </td><td>Toxicology Information</td></tr> <tr><td> </td><td>Ecological Information (Non-mandatory)</td></tr> <tr><td> </td><td>Disposal Considerations (Non-mandatory)</td></tr> <tr><td> </td><td>Transport Information (Non-mandatory)</td></tr> <tr><td> </td><td>Regulatory Information (Non-mandatory)</td></tr> <tr><td> </td><td>Other Information</td></tr> </table>		Identification		Hazard(s) Identification		Composition/Information on Ingredients		First-Aid Measures		Fire-Fighting Measures		Accidental Release Measures		Handling and Storage		Exposure Controls/Personal Protection		Physical and Chemical Properties		Stability and Reactivity		Toxicology Information		Ecological Information (Non-mandatory)		Disposal Considerations (Non-mandatory)		Transport Information (Non-mandatory)		Regulatory Information (Non-mandatory)		Other Information	→ Ensure employee can locate and understands the information on a selected SDS: <ul style="list-style-type: none"> <li>○ Why is it hazardous? Is it Toxic? Flammable? Corrosive? Other?                             <ul style="list-style-type: none"> <li>▪ How do they determine the hazard?</li> </ul> </li> <li>○ How would they know if they were exposed to the chemical?                             <ul style="list-style-type: none"> <li>▪ How does the chemical enter the body? Inhalation? Ingestion? Absorption?</li> <li>▪ What are the symptoms of overexposure to the chemical? Unique odor? Dizziness? Skin irritation/redness? Other?</li> </ul> </li> <li>○ What engineered controls are required, if any? Vapor/fume hood? Glove box?</li> <li>○ What (PPE) is required?</li> <li>○ What should the employee do if a hazardous chemical is spilled?</li> </ul>
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<input type="checkbox"/> Discuss GHS pictograms and warning symbols.	→ Ensure employee can read and understand a chemical warning label, and can properly label a secondary container of a chemical.																																
<input type="checkbox"/> Familiarize the employee with reading and using information on container labels. Discuss the importance of labels and ensuring chemicals transferred to secondary containers are properly labeled: <table border="1" style="width: 100%; margin-top: 10px;"> <tr><td style="width: 10px;"> </td><td>Complete and legible</td></tr> <tr><td> </td><td>Contains chemical name and ingredients</td></tr> <tr><td> </td><td>Identifies hazards (HMIS or NFPA Ratings)</td></tr> </table>		Complete and legible		Contains chemical name and ingredients		Identifies hazards (HMIS or NFPA Ratings)	→ Show employees labels that are to be used for secondary containers																										
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	→ Fill out a sample secondary label for a hazardous chemical using the SDS.																																

<b>Hazards of Chemicals, Detection/Presence of Chemicals, and Personal Protective Equipment (PPE)</b>								
<input type="checkbox"/> Identify the hazards of chemicals that an employee may encounter in the workplace and discuss the categories (flammables, corrosives, toxics/poisons, reactives, etc.)  <input type="checkbox"/> Review procedures to use or introduce new or non-routine chemicals into the work area.  <input type="checkbox"/> Discuss methods and observations for detecting the presence of chemicals and/or bodily responses to the presence of chemicals as noted in the SDS.  <input type="checkbox"/> Discuss exposure controls and measures.  <input type="checkbox"/> Discuss PPE requirements.		→ Discuss the hazard categories and the safety considerations for each category.						
		→ Discuss that employees are required to get authorization before using or introducing chemicals into the workplace.						
		→ How does the chemical enter the body? Inhalation? Skin absorption? What are the effects? Dizziness? Skin/eyes irritation?						
		→ How is exposure to a chemical controlled? <ul style="list-style-type: none"> <li>○ What measures are used for a particular chemical? Vapor/fume hoods? Spray booths?</li> <li>○ What procedures are in place to minimize exposure? Designated working areas?</li> </ul> → What PPE is utilized to minimize exposure?						
<input type="checkbox"/> Explain exposure monitoring/records.  <input type="checkbox"/> Discuss methods for safe handling and use of chemicals: <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 10px;"></td> <td>Engineering Controls (fume hoods, spray booths)</td> </tr> <tr> <td></td> <td>Safe working practices, precautions, and training</td> </tr> <tr> <td></td> <td>PPE is available and employees are trained in the proper use (gloves, eye protection, aprons, etc.)</td> </tr> </table>		Engineering Controls (fume hoods, spray booths)		Safe working practices, precautions, and training		PPE is available and employees are trained in the proper use (gloves, eye protection, aprons, etc.)		→ Does use of the chemical require exposure monitoring to ensure the employee is not overexposed over a period of time (chronic exposure)? What records will be kept?  → Discuss control measures and/or engineering controls in the workplace.  → What are the PPE requirements for a particular chemical or workplace?  → Discuss how to properly utilize PPE and where it may be obtained.
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	Safe working practices, precautions, and training							
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<b>Hazardous Waste Disposal</b>								
<input type="checkbox"/> Discuss waste accumulation and disposal procedures.		→ Identify employees that will be trained in hazardous waste disposal procedures.						
<b>Emergency Procedures</b>								
<input type="checkbox"/> Discuss the locations and proper use of eyewash stations/safety showers and first aid treatment.  <input type="checkbox"/> Review spill procedures.  <input type="checkbox"/> Review Emergency Action Plan (EAP).		→ Where are the first aid kit, fire extinguisher, and emergency eyewash stations located?  → Identify employees that will be trained in chemical spill/release procedures.  → Review EAP for spills/releases, fires, other incidents in areas where chemicals are used.						
Name of Employee (Printed):	Signature:	Date:						
Name of Trainer (Printed):	Signature:	Date:						