

HAZARD COMMUNICATION TRAINING CHECKLIST

Certification of briefing/training for employees with potential exposure to hazardous materials

Each employee of {insert name of company} has a right to know the specific hazards related to their workplace and {insert name of company} requirements for safety on the job. This checklist on the main topics of the Hazard Communication Program is to be used by supervisors and employees to provide documentation as well as help relate the training to the specific workplace. Supervisors should discuss the following with employees:

- ____1) {insert name of company} **Written Hazard Communication Program**- review what the Hazard Communication Program is how it is related to the work area, and where the written program is kept for review.
- ____2) **Inventory of hazardous materials**- review the general physical and health hazards of common chemicals and materials, explain what the inventory is and where it is located
- ____3) **Labeling**- discuss importance of labels on hazardous materials, what words to look for, and the need to label or mark secondary containers with chemical name and associated hazard of the contents.
- ____4) **Material Safety Data Sheets**- review what Material Safety Data Sheets (MSDSs) are, what information is provided on each, give examples on use and where the MSDSs for their area are located.
- ____5) **Define specific hazards**- review the hazardous chemicals and type of exposure that they should expect to encounter in their specific work area. Hazard may be discussed by individual chemicals or by hazard categories such as flammability.
- ____6) **Protection against hazards**- review precautions, procedures, personal protective equipment, and engineering controls that should be taken to minimize exposure to the hazards in their workplace.
- ____7) **Emergency procedures**- point out the procedures for the employees work area in the event of a fire, spill of that can be used to detect the presence of hazardous materials.
- ____8) **Disposal of hazardous waste**- Many household chemicals such as paints, glues, cleaners, etc. are considered hazardous waster when discarded by businesses, such as {insert name of company}. These wastes must be disposed through Environmental Health and Safety.

My supervisory has briefed me on the above items and has answered on my questions. I understand the intent of {insert name of company} Hazard Communication Program and I am aware of my exposure to, and safety information on hazardous chemical in my work area.

Employee Signature: _____

Printed Name: FORMTEXT _____

Date: FORMTEXT

Supervisor Signature: _____

Printed Name: FORMTEXT _____

Date: **FORMTEXT**