Hazard Communication Training

TRAINING TYPE ☐ INITIAL ☐ SUPPLEMENTAL

ASU Hazard Communication Program and General Chemical Safety	Supervisor's Notes:
☐ Review OP 34.02 Hazard Communication Program.	→ Review workplace Hazard Communication program procedures.
☐ 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.
☐ 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	
☐ 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.
☐ 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.
☐ Review a workplace SDS: ☐ The identity of the chemical ☐ Ingredients and their hazards ☐ Manufacturer ☐ Physical and chemical characteristics ☐ Physical hazards and related safe work practices ☐ Health hazards and related safe work practices ☐ Reactivity hazards and related safe work practices ☐ Signs and symptoms of overexposure ☐ Routes the chemicals can enter the body ☐ Required ventilation ☐ Personal Protective Equipment (PPE) and clothing ☐ Proper storage and handling ☐ Procedures and equipment for spills and releases ☐ Disposal methods and procedures	→ Ensure employee can locate and understands the information on a selected SDS: o Why is it hazardous? Is it Toxic? Flammable? Corrosive? Other? ▪ How do they determine the hazard? o How would they know if they were exposed to the chemical? ▪ How does the chemical enter the body? Inhalation? Ingestion? Absorption? ▪ What are the symptoms of overexposure to the chemical? Unique odor? Dizziness? Skin irritation/redness? Other? o What engineered controls are required, if any? Vapor/fume hood? Glove box? o What (PPE) is required? o What should the employee do if a hazardous chemical is spilled?
☐ Discuss GHS pictograms and warning symbols. ☐ 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: ☐ Complete and legible ☐ Contains chemical name and ingredients ☐ Identifies hazards (HMIS or NFPA Ratings)	→ Ensure employee can read and understand a chemical warning label, and can properly label a secondary container of a chemical. → Show employees labels that are to be used for secondary containers → Fill out a sample secondary label for a hazardous chemical using the SDS.

Hazards of Chemicals, Detection/Presence of Chemicals, and Personal Protective Equipment (PPE)	
☐ Identify the hazards of chemicals that an employee may encounter in the workplace and discuss the categories (flammables, corrosives, toxics/poisons, reactives, etc.)	→ Discuss the hazard categories and the safety considerations for each category.
☐ Review procedures to use or introduce new or non-routine chemicals into the work area.	→ Discuss that employees are required to get authorization before using or introducing chemicals into the workplace.
☐ Discuss methods and observations for detecting the presence of chemicals and/or bodily responses to the presence of chemicals as noted in the SDS.	→ How does the chemical enter the body? Inhalation? Skin absorption? What are the effects? Dizziness? Skin/eyes irritation?
☐ Discuss exposure controls and measures. ☐ Discuss PPE requirements.	→ How is exposure to a chemical controlled? o What measures are used for a particular chemical? Vapor/fume hoods? Spray booths? o What procedures are in place to minimize exposure? Designated working areas? → What PPE is utilized to minimize exposure?
☐ Explain exposure monitoring/records. ☐ Discuss methods for safe handling and use of chemicals: ☐ 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.
Hazardous Waste Disposal	
☐ Discuss waste accumulation and disposal procedures.	→ Identify employees that will be trained in hazardous waste disposal procedures.
Emergency Procedures	
☐ Discuss the locations and proper use of eyewash stations/safety showers and first aid treatment. ☐ Review spill procedures. ☐ 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 Supervisor (Printed):	Signature:	Date: