

Hazard Communication Training Rules

Supplement to the Written Program & the Training Record Form

Hazard Communication Training shall be conducted in two parts. The first (HAZCOM Level A), is generic in nature and addresses **the general requirements** of the hazard communications program. The second (HAZCOM Level B), is **work area specific** and addresses chemical hazards within the work area or to which the worker may be exposed in a foreseeable emergency.

A. GENERAL HAZARD COMMUNICATION TRAINING

HazCom training shall be provided to all employees; and to all new employees during a New Employee ES&H Orientation.

HazCom training shall address, at least, the following:

- The purpose of the training and the requirements of the Hazard Communication Standard and how they are implemented in your workplace as established in the written program.
- Discussion of the hazards associated with working with common categories of chemicals, i.e., carcinogens, corrosives, irritants, sensitizers, toxics, etc. Hazards may be addressed specifically or by category.
- The detection and control measures employees may use to detect the presence of a hazardous chemical and to protect themselves from the hazards of potential exposures. Includes personal protective equipment (PPE).
- The purpose of the MSDS, and an explanation of each section on an MSDS.
- Review of the labeling system used in the affected workplace.
- Demonstrate ability to identify specific information on an MSDS and/or label.

B. WORK AREA, SITE-SPECIFIC TRAINING

Employees who work with hazardous chemicals and/or work in an area where chemical hazards exist shall receive work area specific training **IN ADDITION TO** the general hazard communication training. Training shall be completed prior to the employee working with or being exposed to hazardous chemicals.

Work area, site- specific training shall be conducted by the responsible Faculty/PI, laboratory supervisor, or designee .

Work area, site-specific training shall include, at least, the following elements:

- Specific location of the area's MSDSs and local chemical emergency procedures, including location of the affected work areas' eyewash stations.
- Appropriate methods and PPE that should be used for protection from chemical hazards, e.g. fume hoods, gloves, coveralls, chemical goggles, etc.
- Methods and observations that may be used to detect the presence or release of hazardous materials.
- The specific hazards identified in the affected work area or laboratory.

Additional training shall also be provided to employees when a new hazard is encountered in their work area. This additional training must also be documented. Training may be presented informally, by the supervisor, or in a formal laboratory safety training session.

C. DOCUMENTATION OF HAZARD COMMUNICATION TRAINING

Written documentation of Hazard Communication training shall be maintained in a central file in the Department/Center administrative office.

A training record documentation form is available from the Engineering Safety Office; this form or it's equivalent shall be used to document Hazard Communication training. Departments/Centers are encouraged to maintain training records in electronic format.