

# Hazard Communication Training Record

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I hereby acknowledge receipt of Hazard Communication Program Training, which includes:

## Part A: GENERAL AND CHEMICAL SAFETY TRAINING

- Information on interpreting MSDS's and labels
- The relationship between the two methods of hazard communication
- Methods of obtaining MSDS's
- Information on chemicals and chemical hazards
- Hazards associated with chemical hazard class/group
  - (e.g., flammable, corrosive, toxic, reactive, and other...)
- Methods for identifying specific chemicals within each chemical hazard group
  - (e.g., DOT labels, NFPA 704 System, chemical container labels, other...)
- Safe handling procedures, including proper storage and separation of incompatibles by hazard class
- Proper use of controls and protective equipment, to minimize exposure
- First aid treatment to be used with hazardous chemical exposure
- General instructions on spill cleanup procedures and proper disposal of hazardous chemicals

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Instructor Name(s)(Print)

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Date

## Part B: WORK AREA, SITE-SPECIFIC TRAINING

- Information on hazardous chemicals known to be present in the employee's work area, and to which the employees may be exposed, including:
  - Location within the work area
  - Site-specific hazard groups \*, including physical, reactive, health, fire, toxic, and other hazards
  - Safe handling procedures
- Work area location of Chemical Inventory & MSDS's, or procedures for obtaining MSDS's
- How to obtain and use appropriate controls, including personal protective equipment (PPE)
- First aid treatment to be used with respect to the hazardous chemicals
- Procedures for emergency response, and summoning emergency services
- Instructions on spill cleanup procedures, and proper disposal of hazardous chemicals

\* Instructor shall attach to this form, a list of site-specific hazard groups of the affected work area, as included in the training.

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Instructor Name(s)(Print)

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Date

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Employee Name(Print)

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Employee's Department

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\*\* Employee Signature

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Date

\*\*The employee is responsible for ensuring that this completed form is given to the person within their department/unit who is responsible for maintaining personnel records or is responsible for sending the form to the centralized personnel files.