

Hazard Communication Program Employee Training Record

New Hazard or Non-Routine Hazard

Unit/Department: _____ Supervisor: _____

When a new hazardous chemical is introduced into the work area, or if employee duties involve chemical hazards from a non-routine task, the department must provide unit-specific training that includes:

Check appropriate hazard category(ies):

☐ New Hazard:

- 1) Advising employees about operations where they may come in contact with the new hazardous chemical;
- 2) An explanation of where and how to access the Safety Data Sheets (SDSs) for the new hazard;
- 3) A discussion of the label elements on a container of the hazardous chemical;
- 4) Methods and observations that may be used to detect presence or release of the hazardous chemical; and,
- 5) The measures employees can take to protect themselves from the new hazard, including such items as engineering controls, personal protective equipment (PPE), appropriate work practices, and emergency procedures;

☐ Hazards of a Non-Routine Task:

- 1) Completion of a Job Hazard Analysis;
- 2) Potential hazards of the activity;
- 3) Review of the SDS for any hazardous chemicals used in the non-routine task; and
- 4) Review of safety precautions that should be taken while completing the task.

My signature below indicates I have received this training.

Print Name	Signature	Date