

# HAZCOM SITE-SPECIFIC TRAINING CHECKLIST

Managers and Supervisors are responsible for ensuring that all personnel receive adequate training to understand the chemical hazards present in their work area. Training must occur prior to assignment involving potential exposure to chemicals.

<b>Trainee Name:</b>	<b>TU ID #:</b>	<b>Job Title:</b>
<b>Manager/Supervisor/Designated Trainer Name:</b>	<b>TU ID #:</b>	<b>Department:</b>

## SITE-SPECIFIC SPECIFIC TRAINING

The training topics below are required for all personnel covered under the hazard Communication Standard. Refer to the TU Hazard Communication Manual for additional information.

✓	Successfully completed all required University and EHRS trainings.
✓	Orientation on the content and location, including how to access the: <ul style="list-style-type: none"> <li>Hazard Communication Manual &amp; EHRS published information on Chemical Safety</li> <li>Safety Data Sheets (SDS) for hazardous chemicals used in the work area.</li> </ul>
✓	Trained on the hazard in the work area and how to detect the presence or release of hazardous chemicals and the basic signs and symptom of overexposure. Includes methods for finding exposure limits for chemicals used in the work area.
✓	Informed that approval is needed before using certain chemicals and chemical products
✓	Informed where and how to safely store chemicals and chemical products.
✓	Informed of proper labeling procedures to conform to GHS labeling guidelines for primary and secondary containers.
✓	Instructed on the types of personal protective equipment (PPE) that are required for specific tasks and know how to obtain, use and maintain such equipment.
✓	Shown the location and how to use eyewash stations and emergency showers.
✓	Instructed on the various chemical waste streams generated in the lab and how to identify, manage and dispose of chemical waste according to TU chemical waste disposal procedures and guidelines.
✓	Instructed on lab emergency procedures including spill management; informed of spill kit location; emergency contact list and how to activate an emergency response.

## ADDITIONAL SPECIFIC TRAINING

Use this section for any additional safety training required in your laboratory due to unusual hazards (e.g. perchloric acid fume hood use).

**VERIFICATION OF TRAINING:** I verify that the site-specific training items/topics were reviewed and understood

<b>Trainee Signature:</b>	<b>Date:</b>
<b>Manager/Supervisor/Designated Trainer Signature:</b>	<b>Date:</b>

**THE SUPERVISOR OR MANAGER MUST MAINTAIN A COPY OF THIS RECORD**