



UNIVERSITY OF NORTHERN COLORADO HAZARD COMMUNICATION TRAINING FORM

University of Northern Colorado Hazard Communication Program and General Chemical Safety	Supervisor's Notes:
<input type="checkbox"/> Review copy of written UNC Hazard Communication Program (available on the EHS website).	<i>Review the UNC Hazard Communication Program: http://www.unco.edu/facility/EHS/procedures.html</i>
<input type="checkbox"/> No eating or drinking where chemicals are stored or utilized.	<i>Ask employees if they ever eat while using chemicals? Ensure that employees have a location to eat and drink that is free of hazardous chemicals.</i>
<input type="checkbox"/> Chemical storage: flammables in proper cabinets, chemicals stored by compatibility.	<i>Review your work area's procedures and practices utilized to ensure that chemicals are properly stored. Included review on compatibilities of chemicals.</i>

Inventory, Material Safety Data Sheets (MSDS), and Labeling	
<input type="checkbox"/> Identify the work area's current chemical inventory and review the chemicals that the employee may use or be exposed to, prior to use.	<i>Ask employees if they know of other locations in the work area where hazardous chemicals are used?</i>
<input type="checkbox"/> Identify the location of MSDS. Familiarize employees on how to read and use the information contained in the work place MSDS.	<i>Have employee obtain an MSDS for a chemical they use or provide one for a chemical that will be used.</i>
<input type="checkbox"/> Review one or more of your workplace MSDS': <ul style="list-style-type: none"> <input type="checkbox"/> The identity of the chemical <input type="checkbox"/> Ingredients and their hazards <input type="checkbox"/> Manufacturer <input type="checkbox"/> Physical and Chemical Characteristics <input type="checkbox"/> Physical hazards and related safe work practices <input type="checkbox"/> Reactivity hazards and related safe work practices <input type="checkbox"/> Health hazards <input type="checkbox"/> Signs and symptoms of overexposure <input type="checkbox"/> Routes the chemical enters into the body <input type="checkbox"/> Required ventilation <input type="checkbox"/> Proper Protective Equipment (PPE); Clothing and Equipment <input type="checkbox"/> Proper storage and handling <input type="checkbox"/> Procedures and equipment for spills and releases <input type="checkbox"/> Disposal methods 	<i>Ensure that the employee can locate and understands the information on a selected MSDS.</i> <ul style="list-style-type: none"> • Why is it hazardous? Is it Toxic? Flammable? Corrosive? Other? • How do they determine the hazard? • 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? Other? • What engineered controls are required, if any? Vapor/fume hood? Glove Box? • What personal protective equipment (PPE) is required? • What should the employee do if the hazardous chemical is spilled?
<input type="checkbox"/> Familiarize the employee with reading and using information on container labels. Discuss the importance of existing labels and ensuring that chemicals transferred to secondary containers are properly labeled:	<ul style="list-style-type: none"> • Ensure that the 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.

<input type="checkbox"/> Complete and legible <input type="checkbox"/> Contains chemical name and ingredients <input type="checkbox"/> Identifies chemical and physical hazards (HMIS or NFPA Ratings)	<ul style="list-style-type: none"> • Fill out a sample secondary label for the hazardous chemical from the above MSDS.
--	---

Hazards of Chemicals, Detection/Presence of Chemicals, and Personal Protective Equipment (PPE)	
<input type="checkbox"/> Identify and discuss the various hazards of chemicals and hazard categories that an employee may encounter in the work area (flammables, corrosives, toxics/poisons, etc.).	<p><i>What are the hazards of the various hazard categories? Discuss the safety considerations of each category. Discuss proper storage and handling.</i></p>
<input type="checkbox"/> Using or introducing new or non-routine chemicals into the work area requires approval.	<p><i>Discuss that employees are required to get authorization before using or introducing chemicals into the work area.</i></p>
<input type="checkbox"/> Discuss methods and observations for detecting the presence of chemicals and/or bodily responses to the presence of chemicals as noted in MSDS sheets or other technical information.	<p><i>How does the chemical enter the body? Inhalation? Ingestion? Skin absorption? What are the effects? Dizziness? Skin redness/irritation? Burning in eyes/nasal passages?</i></p>
<input type="checkbox"/> Exposure control methods.	<ul style="list-style-type: none"> • How is exposure to a chemical controlled? • What methods are used for particular chemicals? Vapor/Fume hoods? Spray booths? • What procedures are in place to minimize exposure? Designated working areas? • What personal protective equipment (PPE) is utilized to minimize exposure? • Does the employee know where the PPE can be obtained and how to properly utilize the PPE?
<input type="checkbox"/> Exposure monitoring/records.	<p><i>Does the 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?</i></p>
<input type="checkbox"/> Discuss methods for the safe handling and use of chemicals: <ul style="list-style-type: none"> <input type="checkbox"/> Engineering Controls (e.g., fume hoods, spray booths) <input type="checkbox"/> Safe working practices, precautions and additional training <input type="checkbox"/> Proper Personal Protective Equipment (PPE) is available and employees are trained in the proper use of the PPE (gloves, eye protection, etc.) 	

Disposal	
<input type="checkbox"/> Waste disposal procedures.	<i>Which employees will be trained in waste disposal procedures?</i>
Emergency Procedures	
<input type="checkbox"/> Eyewash / safety showers (other water source). Discuss location(s) and use. <input type="checkbox"/> Spill Procedures <input type="checkbox"/> Review Emergency Response Plan (ERP) with employee.	

Name of Employee (Printed):	Signature:	Date:
Name of Supervisor (Printed):	Signature:	Date: