Hazard Communication Program ("HazCom")
Training Checklist

Purpose: This checklist can be utilized to assist the supervisor in providing required Hazard Communication Program ("HazCom", "Employee Right-to-Know") training. The document provides an outline, which when followed, will address the required elements of HazCom training. A properly reviewed and signed checklist may be utilized as documentation of training for an employee's Hazard Communication Program element of Department Annual Safety Training.

Note: This training will not take the place of the required chemical/product specific review required before utilizing a particular chemical/product.

UMaine Hazard Communication Program and General Chemical Safety	Supervisor's Notes:
❑ Review copy of written UMaine HazCom Policy (MP09002) which is available on the SEM website.	
❑ No eating or drinking where chemicals are stored or utilized	
❑ Chemical storage: flammables in proper cabinets, chemicals stored by compatibility.	
Inventory, Safety Data Sheets (SDS'), and Labeling	
❑ Identify the location of the work area current chemical inventory and review the chemicals that the employee may use or be exposed to, prior to use;	
❑ Identify the location of SDS. Familiarize employees on how to read and use the information contained in the work place SDS'	
❑ Review one or more of your workplace SDS':	

The identity of the chemical	
Ingredients and their hazards	
Manufacturer	
Physical and Chemical Characteristics	
Physical hazards and related safe work practices	
Reactivity hazards and related safe work practices	
Health hazards	
Signs and symptoms of overexposure	
Routes the chemical enters into the body	
Required ventilation	
Proper Protective Equipment (PPE); Clothing and Equipment	
Proper storage and handling	
Procedures and equipment for spills and releases	
Disposal methods	

❑ 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: **Complete and legible** ☐ **Contains chemical name and ingredients** ☐ **Identifies chemical and physical hazards (HMIS or NFPA Ratings)** ☐	
Hazards of Chemicals, Detection/Presence of Chemicals, and Personal Protective Equipment (PPE)	
❑ Identify the hazards of chemicals that an employee may encounter in the work area. Discuss the various hazard categories that may be encountered (flammables, corrosives, toxics/poisons, reactives, etc.)	
❑ Using or introducing new or non-routine chemicals into the work area requires approval.	
❑ Discuss methods and observations for detecting the presence of chemicals and/or bodily responses to the presence of chemicals as noted in SDS sheets or other technical information	
❑ Exposure control methods	
❑ Exposure monitoring/records	
❑ Discuss methods for the safe handling and use of chemicals: **Engineering Controls (e.g., fume hoods, spray booths)** ☐ **Safe working practices, precautions, and additional training** ☐ **Proper Personal Protective Equipment (PPE) is available and employees are trained in the proper use of the PPE (gloves, eye protection, aprons, etc.)** ☐	
Disposal	
❑ Waste disposal procedures	
Emergency Procedures	
❑ Eyewash fountains/safety showers are provided, in working-order, and inspected. Discuss location(s) and use. ❑ Spill Procedures ❑ Review Emergency Action Plan (EAP) with employee.	

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