

Supervisors Lesson Plan for the Hazard Communication (“HazCom”) Training

1.0 Purpose: This Lesson Plan 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.

2.0 Documentation: Hazard Communication Training is required to be documented and maintained. This Training may be documented using this form or by using a Department Annual Safety Training Record.

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:
<input type="checkbox"/> Review copy of written UMaine HazCom Policy (MP09002) which is available on the SEM website.	→ Review the UMaine Hazard Communication Program Policy: http://sem.umaine.edu/policies-guides-and-reports/
<input type="checkbox"/> No eating or drinking where chemicals are stored or utilized	→ 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.
<input type="checkbox"/> Chemical storage: flammables in proper cabinets, chemicals stored by compatibility.	→ Review your work area’s procedures and practices utilized to ensure that chemicals are properly stored. Included review on compatibilities of chemicals.

Inventory, Safety Data Sheets (SDS'), and Labeling																																					
<p><input type="checkbox"/> 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;</p> <p><input type="checkbox"/> Identify the location of SDS. Familiarize employees on how to read and use the information contained in the work place SDS'</p> <p><input type="checkbox"/> Review one or more of your workplace SDS':</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>The identity of the chemical</td><td></td></tr> <tr><td>Ingredients and their hazards</td><td></td></tr> <tr><td>Manufacturer</td><td></td></tr> <tr><td>Physical and Chemical Characteristics</td><td></td></tr> <tr><td>Physical hazards and related safe work practices</td><td></td></tr> <tr><td>Reactivity hazards and related safe work practices</td><td></td></tr> <tr><td>Health hazards</td><td></td></tr> <tr><td>Signs and symptoms of overexposure</td><td></td></tr> <tr><td>Routes the chemical enters into the body</td><td></td></tr> <tr><td>Required ventilation</td><td></td></tr> <tr><td>Proper Protective Equipment (PPE); Clothing and Equipment</td><td></td></tr> <tr><td>Proper storage and handling</td><td></td></tr> <tr><td>Procedures and equipment for spills and releases</td><td></td></tr> <tr><td>Disposal methods</td><td></td></tr> </table> <p><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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Complete and legible</td><td></td></tr> <tr><td>Contains chemical name and ingredients</td><td></td></tr> <tr><td>Identifies chemical and physical hazards (GHS, HMIS or NFPA Ratings)</td><td></td></tr> <tr><td>Hazard icon + signal word</td><td></td></tr> </table>	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		Complete and legible		Contains chemical name and ingredients		Identifies chemical and physical hazards (GHS, HMIS or NFPA Ratings)		Hazard icon + signal word		<p>→ Ask employees if they know of other locations in the work area where hazardous chemicals are used?</p> <p>→ Have employee obtain an SDS for a hazardous chemical they use or provide one for a chemical that will be used.</p> <p>→ Ensure that the employee can locate and understands the information on a selected SDS.</p> <p>→ Why is it hazardous? Is it Toxic? Flammable? Corrosive? Other?</p> <ul style="list-style-type: none"> ▪ How do they determine the hazard? <p>→ How would they know if they were exposed to the chemical?</p> <ul style="list-style-type: none"> ▪ How does the chemical enter the body? Inhalation? Ingestion? Absorption? ▪ What are the symptoms of overexposure to the chemical? Unique odor? Dizziness? Skin redness? Tissue damage? Other? <p>→ What engineered controls are required, if any? Vapor/fume hood? Glove Box?</p> <p>→ What personal protective equipment (PPE) is required?</p> <p>→ What should the employee do if the hazardous chemical is spilled?</p> <p>→ Ensure that the employee can read and understand a chemical warning label, and can properly label a secondary container of a chemical.</p> <p>→ Show employees labels that are to be used for secondary containers.</p> <p>→ Fill out a sample secondary label for the hazardous chemical from the above SDS.</p>
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<p><input type="checkbox"/> 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.)</p> <p><input type="checkbox"/> Using or introducing new or non-routine chemicals into the work area requires approval.</p> <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 SDS sheets or other technical information</p> <p><input type="checkbox"/> Exposure control methods</p>	<p>→ What are the hazards of the various hazard categories? Discuss the safety considerations of each category. Discuss proper storage and handling.</p> <p>→ Discuss that employees are required to get authorization before using or introducing chemicals into the work area.</p> <p>→ How does the chemical enter the body? Inhalation? Ingestion? Skin absorption? What are the effects? Dizziness? Skin redness/irritation? Burning in eyes/nasal passages?</p> <p>→ How is exposure to a chemical controlled?</p> <p>→ What methods are used for particular chemicals? Vapor/Fume hoods? Spray booths?</p>																																				

<input type="checkbox"/> Exposure monitoring/records <input type="checkbox"/> Discuss methods for the safe handling and use of chemicals: <table border="1" data-bbox="164 604 800 848"> <tr> <td>Engineering Controls (e.g., fume hoods, spray booths)</td> <td></td> </tr> <tr> <td>Safe working practices, precautions, and additional training</td> <td></td> </tr> <tr> <td>Proper Personal Protective Equipment (PPE) is available and employees are trained in the proper use of the PPE (gloves, eye protection, aprons, etc.)</td> <td></td> </tr> </table>	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.)		<p>→ What procedures are in place to minimize exposure? Designated working areas?</p> <p>→ What personal protective equipment (PPE) is utilized to minimize exposure?</p> <p>→ Does the employee know where the PPE can be obtained and how to properly utilize the PPE?</p> <hr/> <p>→ 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?</p>
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Disposal							
<input type="checkbox"/> Waste disposal procedures	<p>→ Which employees will be trained in waste disposal procedures?</p>						
Emergency Procedures							
<input type="checkbox"/> Eyewash fountains/safety showers are provided, in working-order, and inspected. Discuss location(s) and use. <input type="checkbox"/> Spill Procedures <input type="checkbox"/> Review Emergency Action Plan (EAP) with employee.							

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