

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 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	Supervisor’s Notes														
	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’ <table border="1" style="margin-left: 20px; width: 80%;"> <tr><td>The identity of the chemical</td></tr> <tr><td>Ingredients and their hazards</td></tr> <tr><td>Manufacturer</td></tr> <tr><td>Physical and Chemical Characteristics</td></tr> <tr><td>Physical hazards and related safe work practices</td></tr> <tr><td>Reactivity hazards and related safe work practices</td></tr> <tr><td>Health hazards</td></tr> <tr><td>Signs and symptoms of overexposure</td></tr> <tr><td>Routes the chemical enters into the body</td></tr> <tr><td>Required ventilation</td></tr> <tr><td>Proper Protective Equipment (PPE); Clothing and Equipment</td></tr> <tr><td>Proper storage and handling</td></tr> <tr><td>Procedures and equipment for spills and releases</td></tr> <tr><td>Disposal methods</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	
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	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: <table border="1" style="margin-left: 20px; width: 80%;"> <tr><td>Complete and legible</td></tr> <tr><td>Contains chemical name and ingredients</td></tr> <tr><td>Identifies chemical and physical hazards (HMIS or NFPA Ratings)</td></tr> </table>	Complete and legible	Contains chemical name and ingredients	Identifies chemical and physical hazards (HMIS or NFPA Ratings)												
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✓	Hazards of Chemicals, Detection/Presence of Chemicals, and Personal Protective Equipment (PPE)	Supervisor's Notes			
	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: <table border="1" style="margin-left: 40px; width: 80%;"> <tr> <td>Engineering Controls (e.g., fume hoods, spray booths)</td> </tr> <tr> <td>Safe working practices, precautions, and additional training</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> </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.)	
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✓	Disposal	Supervisor's Notes			
	Waste disposal procedures				
✓	Emergency Procedures	Supervisor's Notes			
	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: