

Department-Specific Hazard Communication Training Record



Employee Name:	Date:
Department:	
Supervisor's Signature:	
Employee's Signature:	

Department-specific hazard communication training will be conducted and documented by the supervisor either at the time of the initial training or soon after. Subsequent training will be conducted whenever a new class of chemical hazard is introduced into the workplace. Training records will be maintained at the department. Send a copy of the completed training record to the Department of Safety and Environmental Management. Department-specific hazard communication training will include:

- Specific location and accessibility of the hazard communication program, chemical inventory and safety data sheets;
- Location and availability of the chemical container labels in the work environment;
- A review of the specific chemical hazard classes found in the work area and their storage location(s);
- Location and availability of emergency chemical equipment, such as, but not limited to: emergency eyewash stations, safety showers, & chemical spill kit;
- Location and availability of personal protective equipment found within the work area.