

# Hazard Communication Training Checklist

Has the employee been informed of and trained in the following:

1. **Information:** Has the employee been informed of the following? **Yes or No**
  - a. The requirements of this section \_\_\_\_\_
  - b. Any operation in the work area where hazardous substance are present \_\_\_\_\_
  - c. The location of the written Hazard Communication Program \_\_\_\_\_
  - d. Availability of the written program \_\_\_\_\_
  - e. Location and availability of hazardous substances list(s) \_\_\_\_\_
  - f. Location and availability of Safety Data Sheets \_\_\_\_\_
  
2. **Training:** Has the employee been trained in the following? **Yes or No**
  - a. Methods and observations that may be used to detect the presence or release of hazardous substances in the work areas \_\_\_\_\_
  - b. The physical and health hazards of the substances in the work areas \_\_\_\_\_
  - c. How employees can protect themselves from these hazards \_\_\_\_\_
  - d. Procedures the employer has implemented for employee protection \_\_\_\_\_
  - e. Appropriate work practices \_\_\_\_\_
  - f. Emergency procedures \_\_\_\_\_
  - g. Personal protective equipment to be used \_\_\_\_\_
  - h. Explanation of labeling systems \_\_\_\_\_
  - i. Explanation of safety data sheets \_\_\_\_\_
  - j. How employees can obtain and use appropriate hazard information \_\_\_\_\_
  - k. Personal hygiene when working with substances \_\_\_\_\_
  - l. General first aid for contact with hazardous substances \_\_\_\_\_

---

Employee's Signature

Date

---

Manager's Signature

Date