



Sample HazCom

Employee Training Record

**This model form/template must be customized to meet your Agency’s needs.**

**Hazard Communication Standard (HCS) Plan**

**Employee Training Record**

**Employer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(When complete forward copy to Office for safety training records.)

**Date:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor/Foreman:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have received training on the Hazard Communication Standard (HCS) Plan and site-specific Hazard Communication training for my work area and position.

I understand the following:

1. I must be trained regarding hazardous chemicals in my work area, upon my initial assignment to the work area, whenever work procedures are changed concerning the hazardous chemicals in the work area, or a new chemical is introduced to the work area.

2. It is my responsibility to understand the characteristics and physical and health hazards associated with the hazardous chemicals in the work area.

3. I understand that Material Safety Data Sheets (MSDSs) and Safety Data Sheets (SDSs) will be made available to me, upon request, for each chemical to which I may be exposed in the work area.

4. I understand that I will have access to the HCS Plan for my work area.

I have received instruction on the HCS Plan and the site-specific HCS plan, container labeling, chemical inventory, MSDSs, and SDSs. I acknowledge that I have been instructed in the following areas concerning the inventoried hazardous chemicals to which I may be exposed in the workplace.

1. The chemical and common name of the inventoried hazardous chemical.

2. The location and operation, in the work area, involving hazardous chemicals.

3. The location of the HCS plan, MSDS and SDS documents, and chemical inventory.

4. The proper and safe handling procedures for the inventoried hazardous chemicals.

5 The physical and health hazards of the inventoried chemicals in the work area.

6. Methods to protect myself and co-workers from exposure to hazardous chemicals.

7. Emergency procedures for the work area.

8. An explanation of the chemical labeling system for primary and secondary containers.

9. How to obtain and use hazard information.

10. Training on the HCS and the Global Harmonization Standard.

Signature of Employee Date

Signature of Supervisor Date