

HAZARD COMMUNICATION PRESENTATION - INSTRUCTOR NOTES

The following provides a useful preparation outline for use by trainers presenting the Hazard Communication (Haz Com) presentation to employees.

Training Objectives

- Review the Hazard Communication program and elements including labeling, Material Safety Data Sheets and the need for training.
- Train students how to handle workplace chemicals properly.

Before Training

- Read the OSHA standard and the model Haz Com program
- Choose two or more examples of Material Safety Data Sheets to use for training
- Bring the following to show the student(s):
 - A copy of the Hazard Communication Program
 - A copy (or a partial copy) of the Hazardous Chemical List
 - The MSDS file (or a part), unless the file is maintained electronically

Introduction for Training

- Begin by stressing the overall importance of safety in your facility.
- Give examples of where chemicals are used in the facility and how the student(s) job(s) will be impacted by chemical use.
- Introduce the topic of hazard communication by providing a general explanation of the terms:
 - Hazard Communication (a regulation that assures that workers receive information regarding the chemicals they work with)
 - Hazardous Chemical List (the list of all hazardous materials in our facility).
 - Material Safety Data Sheet (a document containing information on the chemical contents, the hazards and safe use guidelines)
- As a ground breaker, you can ask employees what chemicals they have used in past jobs or as part of hobbies.

General Guidelines

- Stress the importance of the bullet points on these slides.
- Stress the importance of the individual employee being committed to his/her own safety.
- Be sure to be open to questions or comments.

Hazard Communication Slide

- Show the written program and explain that it is the “instruction manual” used by Management to ensure safe chemical handling.

- Identify the individual(s) in the facility who can be contacted for questions or concerns.

Chemical Hazards Slide

- Physical hazards occur because of the chemical properties of the material and include fire, explosion, etc.
- Health hazards occur because of the chemical's action on the human body and include toxic (poison) actions and burns from acid.
- Use a few examples of facility chemicals and review the general hazards.

Container Label Slide

- Show an example of a label used in the facility.
- Explain how to read and follow the label information.
- Advise the student(s) how to replace damaged or missing labels.

Material Safety Data Sheet Slide

- Use a facility MSDS and read and explain the sections to the student(s).

Facility Chemical Review Slide

- This slide is intended to facilitate classroom training in preparation for on the job training, which is the intent of the next slide, "On the Job Training."
- Discuss chemicals that the student(s) will work with or around.
- Ask a supervisor or other qualified worker to provide technical information that you are not aware of.
- Training can cover categories of chemicals or individual chemicals (examples of categories of chemicals are: different grades of metal working fluid or different colors of paint that share the same hazardous chemical constituents).

Conclusion

- Review the important points listed on the "Conclusion" slide.

Student Exercise

At the conclusion of the training the following activities will demonstrate the employees' understanding of the topic:

- Ask the employee to find two random material MSDS from among chemicals in the facility.
- Ask the employee to explain key points covering safe handling of chemicals that he/she will use.
- Ask the student to identify the following:
 - the location of the MSDS file and the Hazardous Chemical List
 - who can be contacted for more information on chemical handling