

**THE UNIVERSITY OF TEXAS AT AUSTIN**

**HAZARD COMMUNICATION ACT  
SITE-SPECIFIC TRAINING RECORD**

**NON-LABORATORY VERSION**

The University requires documentation that all non-laboratory employees who use or handle hazardous chemicals are trained in the Hazard Communication Act. This requires attendance to:

- 1. General Hazard Communication Training course provided by Environmental Health and Safety (OH 101 – available online)
- 2. Site-Specific Hazard Communication Training (OH 102 – provided by workplace supervisor)  
The Supervisor is responsible for insuring that Site-Specific training is provided to new employees and whenever the potential for exposure to hazardous chemicals increases significantly or when new or significant hazard information is received.

In accordance with the University’s Hazard Communication Program, the individuals listed below have attended a training session covering the provisions on the reverse side of this document.

Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Date: \_\_\_\_\_

P.I.: \_\_\_\_\_ Instructor: \_\_\_\_\_  
(print) (print)

| Name (Print Clearly) | UT EID | Signature |
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**I certify that the topics listed on the reverse side were covered in this training session.**

Signature of Instructor

Keep a copy of both sides and return the original completed form to EH&S, Campus Mail Code: C2600.

# Non-Lab Supervisor Site-Specific Training Checklist

This checklist will help you cover training topics as described in The University's Hazard Communication Program. While other training may cover some of the following topics, it is your responsibility to ensure employees have a thorough understanding of the topics (use Safety Data Sheets (SDS) of your workplace chemicals as a resource in your discussions).

## CHEMICALS

- General and site-specific procedures for safe handling and use of chemicals.
- Physical and health (both short-term and long-term) hazards of chemicals used in the work area.
- Where chemicals are located in the work area and the segregation scheme in use.
- Methods used to detect the presence or release of hazardous chemicals, e.g. sight or smell.
- Signs and symptoms associated with exposures to hazardous chemicals in the work area.
- How to respond to a chemical exposure, including first aid and emergency response.
- What OSHA Permissible Exposure Limits (PEL) are as well as other recommended exposure limits. Show where exposure limits for a particular chemical can be found. (OSHA Permissible Exposure Limits of many laboratory chemicals can be found in the SDS.)
- Where SDS can be found (manufacturer, work area, EHS, EHS Home Page).

## PERSONAL PROTECTIVE EQUIPMENT

- How to protect yourself from chemical hazards (e.g. general and site-specific practices, appropriate personal protective clothing).
- Where personal protective clothing and equipment (e.g. goggles, masks, and eyewashes) are located and how to use them.
- What to do with personal protective equipment after use (when and where to dispose).

## SPECIAL EQUIPMENT (if applicable)

- Instructions in the use of any special equipment in the work area.

## PROCEDURAL

- Where spill control equipment is located and how to clean up chemicals after use or after a spill.
- Review Emergency Procedures.
- Where emergency numbers are posted, where fire alarms and fire extinguishers are located, and procedures for building evacuation.
- Where safety information is kept and an overview of the contents.
- Where Texas Hazard Communication Act Employee Notification posters are displayed (should be where employee notices are normally posted).
- Where the chemical and biological "Request for Disposal" forms and "Chemical Waste Disposal" tags are kept. Explain waste pick-up procedures for your area.
- How to sign up for classes provided by EHS. Call (512) 471-3511 for information. Also see the EHS home page at <http://ehs.utexas.edu>.