

## Training Checklist

	Complete	Incomplete
1. Established a thorough training program.	_____	_____
2. Identified employees who need training.	_____	_____
3. Training program ensures that new employees are trained before their first assignment.	_____	_____
4. Informed employees of the specific information and training requirements of the Hazard Communication Standard.	_____	_____
5. Informed employees of the requirements of the standard, and their rights under the law.	_____	_____
6. Informed employees of our written program and training requirements.	_____	_____
7. Informed employees of the different types of chemicals and the hazards associated with them.	_____	_____
8. Informed employees of specific hazards of the chemicals and processes they work with and their proper use and handling.	_____	_____
9. Informed employees of the hazards associated with performing non-routine tasks.	_____	_____
10. Employees know how to detect the presence or release of hazardous chemicals in the workplace.	_____	_____
11. Trained employees in the use of proper work practices, personal protective equipment and clothing, and other controls to reduce or eliminate their exposure to the chemicals in their work areas.	_____	_____
12. Trained employees in emergency and first-aid procedures and signs of overexposure.	_____	_____
13. Listed all the hazardous chemicals in our workplace.	_____	_____
14. Employees know when and how to update our hazardous chemical list.	_____	_____
15. Obtained or developed a material safety data sheet for each hazardous chemical in the workplace.	_____	_____
16. Explained how to use an SDS.	_____	_____
17. Informed employees of the list of hazardous chemicals and SDSs and where they are located.	_____	_____
18. Explained labels and their warnings to employees.	_____	_____
19. Developed a system to ensure that all incoming hazardous chemicals are checked for proper labels and data sheets.	_____	_____
20. Developed a way to identify and inform employees of new hazardous chemicals before they are introduced into a work area.	_____	_____
21. Established a way to inform employees of new hazards associated with the chemicals they already use.	_____	_____
22. Developed a way to evaluate the effectiveness of the training program and to keep track of who has received training.	_____	_____