Training Checklist

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.