



EMPLOYEE TRAINING
JOB AND CHEMICAL PRODUCT LIST
(See Guidelines on next page)

Department/Area _____ Date Prepared _____

Location _____ Job Title(s) _____

Hazardous chemicals Employees are exposed* to	Required Training				
	Other Employer Source	Hazardous Properties & Controls Summary	Non-Routine Tasks		Unlabeled Piping Location
			Description	Frequency	

*Exposed" means subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc., and includes potential (e.g., accidental or possible) exposure.

GUIDELINES FOR THE EMPLOYER TRAINING JOB AND CHEMICAL PRODUCT LIST

USE - The Employee Training - Job and Chemical Product List Form is used to identify and group jobs or positions with the hazardous chemicals used within each job title or craft. The completed form then serves as a checklist for training in specific chemical hazards, the hazards of unlabeled piping, and the hazards of non-routine tasks, as required in the OSHA Hazard Communication Standard.

- a. **DEPARTMENT/AREA.** Enter the department or work area name and location to which the list will apply.
- b. **DATE PREPARED.** Enter the date the list was prepared or revised.
- c. **JOB TITLE(S).** Enter the position or job title of employees who will be exposed to a common group of chemical products.
- d. **HAZARDOUS CHEMICALS EMPLOYEES ARE EXPOSED TO.** List the identity of chemical products this group of employees are exposed to for which training will be required. Use the chemical name identified on the label or SDS.
- e. **REQUIRED TRAINING.**

OTHER EMPLOYER SOURCE. Indicate with a checkmark (√) if a chemical product is the result of another employer's (contractor's) activity that will expose your employees and require training.

HAZARDOUS PROPERTIES & CONTROLS SUMMARY. Enter a summary of hazardous properties listed in the SDSs for the chemical products listed. Include physical hazards (e.g., flammable, corrosive, compressed gas) and health hazards (e.g., irritant, liver toxin, carcinogen). Enter a brief description of the controls (e.g., work practices, personal protective equipment, and ventilation) that should be covered when conducting training on the chemicals.

NON-ROUTINE TASKS. Enter the description and frequency of any non-routine tasks that may result in a chemical hazard that needs to be addressed during training.

UNLABELED PIPING. Identify the location of unlabeled piping that contains hazardous chemicals. Employees must be informed of these hazards.