

Employee Safety and Hazardous Chemical Training

Circle One: Current Employee New Employee Transfer Part Time

1. Purpose of Orientation—Employee Safety
2. Reporting accidents to supervisor immediately
3. First Aid
 - a. obtaining treatment
 - b. location of facilities
 - c. location and names of first aid card holders
4. Hazardous chemicals
 - a. overview, location and availability of hazardous chemical program—review administrative procedure no. 3410 P-5/5500 P-4
 - b. determine the presence of hazardous chemicals in the workplace, their physical and health effects—review appropriate MSDSs
 - c. prevention of exposure through work practices and protective equipment
 - d. steps the work station has taken to lessen or prevent exposure, e.g., lids secure, stored appropriately, labeled, etc.
 - e. emergency procedures—review appropriate MSDSs
 - f. reading of labels and review of MSDSs
 - g. procedures to follow for the disposal of hazardous chemicals
5. What to do in event of emergencies
 - a. exit locations and evacuation routes
 - b. use of fire fighting equipment (extinguishers, hose)
 - c. handling of illnesses
6. The safety program
 - a. function of safety committees and meetings
 - b. introduce to safety committee representative
 - c. safety policy and rules and their value
7. Personal work habits
 - a. proper lifting techniques
 - b. horseplay, good housekeeping, smoking policy
8. Vehicle safety

I have instructed this employee on the items listed above.