

A u r o r a
P I C T U R E S

E 3050

HazCom
Employee Training

Leader's Guide

HAZ-COM EMPLOYEE TRAINING

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation. Featured are:

INTRODUCTION: A brief description of the program and the subject that it addresses.

PROGRAM OUTLINE: Summarizes the program content. If the program outline is discussed before the video is presented, the entire program will be more meaningful and successful.

PREPARING FOR AND CONDUCTING THE PRESENTATION: These sections will help you set up the training environment, help you relate the program to cite specific incidents, and provide program objectives for focusing your presentation.

REVIEW QUESTIONS AND ANSWERS: Questions may be copied and given to participants to document how well they understood the information that was presented. Answers to the review questions are provided separately.

INTRODUCTION

Many chemicals considered hazardous are used in manufacturing and industrial processes. It is important for employees who work with these materials to know the health hazards involved and how to obtain information about protective measures. OSHA has written a standard that requires employers to communicate the hazards of these chemicals to employees through the use of chemical labels and material data safety sheets (MSDS). In addition, the employer also keeps a written hazard communication plan that outlines the employee training program and contains other information such as data on chemical labels.

This videotape program explains what information is contained on chemical labels and on an MSDS. It also introduces the written hazard communication plan to the new employee and walks through a typical hazard communication training session.

PROGRAM OUTLINE

HAZARDOUS CHEMICALS

- Hazardous chemicals are those chemicals that pose a physical or health dangers.
- A physical hazard is presented by those chemicals that are combustible, compressed gases, oxidizers or are generally unstable.
- Some types of chemicals that are health hazards include carcinogens, toxins, irritants and corrosives.

THE OSHA STANDARD

- The Occupational Safety and Health Administration has developed a standard to ensure all chemicals are evaluated for their potential hazards and that these hazards are communicated to employees.
- In keeping with the requirements of the OSHA standard, the employer maintains a written hazard communication program.
- The written program contains information on chemical labels, employee training, location of hazardous materials on site, and specific information about each chemical.

EMPLOYEE TRAINING

- Hazard communication training should occur at the time of an employee's initial assignment or when a new chemical or hazardous material is introduced into the work area.
- Employee training should include the location of the hazardous material in the area.
- The written plan and the MSDS are always available to employees.
- Workers should be familiar with the labeling system used in their work place.
- Employees need to be trained in the detection of leaks and spill and should be familiar with any special monitoring equipment used to detect chemical releases.
- The MSDS and chemical labels help employees identify the health hazards of the chemical and the necessary protective measures.

CHEMICAL LABELS

- Manufacturer's labels contain the chemical name, the name and address of the manufacturer, and any appropriate hazard warnings.
- Other labels placed on chemicals are those designed to quickly convey hazard information. These labels rate the health hazard, flammability and the reactivity on a scale of 0-4.
- Since no standard labeling system exists, each employee should be familiar with the labeling system used by his or her company.
- The label is not intended to be the sole source of information for a chemical.

THE MSDS

- The material safety data sheet contains more detailed information about a substance.
- The MSDS will identify the chemical and the trade name of the substance. The manufacturer and a contact phone number will be listed also.
- The hazardous ingredients of the substance will be listed in the MSDS. Any carcinogen contained in the substance will be identified.
- One section describes the physical characteristics of the chemical, including description to the appearance and odor of the substance.
- When a leak or spill is discovered, the MSDS can be consulted for clean up and disposal information.
- The MSDS contains flammability information about the chemical. The flash point and flammable limits are given as well as fire fighting procedures.
- The MSDS contains a section on health hazards that lists the symptoms of overexposure as well as first aid procedures.
- Personal protective equipment and special handling procedures required for the chemical are also listed on the MSDS.

SAFE WORK PRACTICES

- The location of eyewash stations and emergency showers should be known by all employees before working in an area with hazardous chemicals.
- Never mix chemicals unless trained and authorized to do so.
- Portable containers used for transfer don't need to be labeled. The container is only for the immediate use of the employee that performs the transfer.
- Always be alert for leaks or spills.
- Be familiar with the company's clean up procedures. Chemical clean up can be hazardous so be sure of your responsibilities.
- Consult the MSDS to find out how to work with a particular chemical safely.
- Use the information that is available to you to make your work safer. Take personal responsibility for your own safety when working with hazardous materials and chemicals.

PREPARE FOR THE SAFETY MEETING OR TRAINING SESSION

Review each section of this Leader's Guide as well as the videotape. Here are a few suggestions for using the program:

Make everyone aware of the importance the company places on health and safety and how each person must be an active member of the safety team.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline.

Copy the review questions included in this Leader's Guide and ask each participant to complete them.

Here are some suggestions for preparing your videotape equipment and the room or area you use:

Check the room or area for quietness, adequate ventilation and temperature, lighting and unobstructed access.

Check the seating arrangement and the audiovisual equipment to ensure that all participants will be able to see and hear the videotape program.

Place or secure extension cords to prevent them from becoming a tripping hazard.

CONDUCTING THE PRESENTATION

Begin the meeting by welcoming the participants. Introduce yourself and give each person the opportunity to become acquainted if there are new people joining the training session.

Explain that the primary purpose of the program is to discuss the hazard communication program and review some basic information regarding chemical labels and material safety data sheets.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline. Lead discussions about dangerous situations that may have been caused by hazardous chemicals at your facility. Use the review questions to check how well the program participants understood the information.

After watching the videotape program, the viewer will be able to explain the following:

- The Hazard Communication Standard;
- Information found on labels and the MSDS;
- Basic Haz-Com employee training;
- Where to obtain information about chemicals.

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REVIEW QUESTIONS**

Name _____ Date _____

The following questions are provided to check how well you understand the information presented during this program.

1. The chemical label provides information such as _____.
 - a. the chemical name
 - b. to the manufacturer
 - c. hazard warnings
 - d. all of the above

2. To find out if any ingredients of a chemical might cause cancer, check the label.
 - a. true
 - b. false

3. The MSDS is available to employees _____.
 - a. after a chemical spill has occurred
 - b. after someone has been splashed by a chemical
 - c. at all times
 - d. when their supervisor approves it

4. All corporations are required to use the same labeling system for chemicals.
 - a. true
 - b. false

5. The Material Safety Data Sheet contains _____ chemical information than the chemical label.
 - a. more
 - b. less
 - c. the same

6. A portable container used for chemical transfer need not be labeled but is only for the immediate use of _____.

7. The OSHA standard requires employers to maintain a _____.
 - a. library of chemical reference books
 - b. a written hazard communication plan
 - c. a classroom where employees can discuss chemical hazards

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ANSWERS TO THE REVIEW QUESTIONS

1. d

2. b

3. c

4. b

5. a

6. the employee who performs the transfer

7. b