



Training Solutions, Delivered!

# HAZARD COMMUNICATION OVERVIEW

**Leader's Guide, Fact Sheet  
& Quiz**

**Item Number: 5180**  
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*This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.*

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

## 5180 HAZARD COMMUNICATION OVERVIEW FACT SHEET

**LENGTH: 2:04 MINUTES**

### **PROGRAM SYNOPSIS:**

Hazard Communication, commonly known as “HazCom,” refers to the procedures and processes used to effectively communicate to employees the hazards associated with workplace chemicals. Required by OSHA’s Hazard Communication Standard, your organization’s Hazard Communication Program includes a written plan that outlines essential elements of the program, such as container labeling, Safety Data Sheets, a listing of all hazardous chemicals onsite and employee training. The purpose of Hazard Communication training is to explain and reinforce the information conveyed through container labels and Safety Data Sheets so employees can apply this information in their workplace. As part of such training, this program provides an overview of your organization’s Hazard Communication Program and how it functions to ensure employees can learn about the hazards of the chemicals in their workplace.

### **PROGRAM OBJECTIVES:**

After watching the program, the participant should be able to explain the following:

- What information must be included in an organization’s written Hazard Communication Plan;
- What Safety Data Sheets are and why they should be accessed to learn more information about a particular chemical or substance.
- What the term “right to know” means in regard to Hazard Communication.

### **INSTRUCTIONAL CONTENT:**

#### **HAZARD COMMUNICATION OVERVIEW**

- Hazard Communication, commonly known as “HazCom,” refers to the procedures and processes used to effectively communicate to employees the hazards associated with workplace chemicals.
- Required by OSHA’s Hazard Communication Standard, your organization’s Hazard Communication Program includes a written plan that includes:
  - A listing of the hazardous chemicals onsite and their locations,
  - A description of the organization’s chemical container labeling program,
  - Documentation of the specific chemical training employees must receive in order to perform their specific job duties safely.
- As part of the Hazard Communication Program, all chemical containers must be labeled with safety and health information related to the use, handling and storage of the chemical.
- OSHA’s Hazard Communication Standard also requires employers to maintain a Safety Data Sheet for every chemical located at their facility. A Safety Data Sheet is divided into 16 sections and contains more detailed information about the chemical or substance than that found on the container label.
- All employees have the right to access these Safety Data Sheets, as well as the company’s written Hazard Communication Program, anytime they wish to learn more about a particular chemical or substance.
- OSHA’s regulation mandates that employees have access to this information because all employees have a “right to know” about the hazards of any chemicals with which they work.
- This is why OSHA’s Hazard Communication Standard is sometimes referred to as the “Right to Know” standard and also why Hazard Communication Training is also known as Right to Know training.
- By utilizing the information found on container labels and Safety Data Sheets, employees can easily learn about the hazards of the chemicals in their workplace, as well as the safe work practices and personal protective equipment needed to handle, use and store them safely.

## HAZARD COMMUNICATION OVERVIEW

### ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. b

4. c

**HAZARD COMMUNICATION OVERVIEW**  
**REVIEW QUIZ**

Name \_\_\_\_\_ Date \_\_\_\_\_

*The following questions are provided to determine how well you understand the information presented in this program.*

1. Your organization's written Hazard Communication Program documents the specific chemical training employees must receive in order to perform their specific job duties safely.
  - a. True
  - b. False
  
2. A Safety Data Sheet is divided into \_\_\_\_\_ and contains more detailed information about the chemical or substance than that found on the container label.
  - a. 12 sections
  - b. 16 sections
  - c. 20 sections
  
3. Only those employees who regularly handle hazardous chemicals as part of their jobs have access to your organization's Safety Data Sheets.
  - a. True
  - b. False
  
4. OSHA's Hazard Communication standard is sometimes referred to as the \_\_\_\_\_ standard.
  - a. Right to Learn
  - b. Right to Access
  - c. Right to Know