



Training Solutions, Delivered!

# THE WRITTEN HAZARD COMMUNICATION PLAN

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

**Item Number: 5181**  
© AP Safety Training

*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.

## **5181 THE WRITTEN HAZARD COMMUNICATION PLAN FACT SHEET**

**LENGTH: 1:16 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 reviews the contents of your organization’s written Hazard Communication Plan.

### **PROGRAM OBJECTIVES:**

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

- What information must be included in the written Hazard Communication Plan;
- What types of specific chemical training employees may receive as part of the plan.

### **INSTRUCTIONAL CONTENT:**

#### **THE WRITTEN HAZARD COMMUNICATION PLAN**

- A written Hazard Communication Plan must be included in your organization’s Hazard Communication Program. The written plan specifies the policies, procedures and essential elements of the organization’s Hazard Communication Program, such as container labeling, the collection, storage and availability of Safety Data Sheets and a listing of all hazardous chemicals onsite as well as their location.
- The written Hazard Communication Plan will also detail specific guidelines for the training of employees.
- Some examples of specific chemical training that employees may receive include:
  - How to identify a leak or spill,
  - The physical and health hazards of chemicals used in their work area,
  - The safe work practices that must be followed,
  - Proper handling and storage,
  - The personal protective equipment needed to prevent exposure,
  - How to read and understand the information found on chemical labels and Safety Data Sheets.
- Your organization’s written Hazard Communication Plan is an important document that all employees have a right to review upon request.

**THE WRITTEN HAZARD COMMUNICATION PLAN**

**ANSWERS TO THE REVIEW QUIZ**

1. b

2. a

3. a

**THE WRITTEN HAZARD COMMUNICATION PLAN**  
**REVIEW QUIZ**

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

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

1. A written Hazard Communication Plan included in your organization's Hazard Communication Program is optional.
  - a. True
  - b. False
  
2. Proper handling and storage procedures are specified in your organization's written Hazard Communication Plan.
  - a. True
  - b. False
  
3. All employees have the right to review the Hazard Communication Plan upon request.
  - a. True
  - b. False