Hazard communication training record

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Office: Date: Trainer (name and title):

Length (minutes):

Reason for this session (check one)

- ☐ Initial assignment (new employee) (h)(1)
- ☐ New chemical hazard in the work area (h)(1)
- ☐ Newly identified hazard on an updated label or SDS (2024 update) (j)
- ☐ Yearly refresher Office practice

Topics covered

- ☐ The requirements of the hazard communication standard (h)(2)(i)
- ☐ Operations in the work area where hazardous chemicals are present (h)(2)(ii)
- ☐ Where the written program, chemical list and SDS are kept (h)(2)(iii)
- ☐ How to detect the presence or release of a hazardous chemical (h)(3)(i)
- ☐ Physical and health hazards of the chemicals in the work area (h)(3)(ii)
- ☐ Protection: work practices, emergency procedures, PPE (h)(3)(iii)
- ☐ Labels, pictograms, the office labeling system, and how to find and read an SDS (h)(3)(iv)

Products or hazard categories covered:

Employee (name)	Job title	Signature

OSHA 29 CFR 1910.1200(h) requires the training but no written record; keep this sheet with your written hazard communication program as proof. California (8 CCR 5194(h)) adds: tell employees their rights under the Hazardous Substances Information and Training Act, and give them significantly increased risks from a new or revised SDS within 30 days of receipt.