

Example of a hazard-communication-training form

Use a form such as this one to document that an employee has been trained about hazardous chemicals used in the workplace as required by Oregon OSHA hazard-communication rules.

I have been informed about the hazardous chemicals that I may be exposed to during my work and I have received training on the following topics:

- An overview of the requirements in Oregon OSHA's hazard communication rules.
- Hazardous chemicals present in the workplace.
- The written hazard-communication plan.
- Physical and health effects of the hazardous chemicals.
- Methods to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of exposure controls/work practices and personal protective equipment.
- Steps we have taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow if exposed to these chemicals.
- How to read labels and review safety data sheets.

Note to employee: This form becomes part of your personnel file; read and understand it before signing.

Employee: _____ *Date:* _____

Trainer: _____ *Date:* _____