

Company Employee Training & Information Policy (cont.)

B. New Employees

Information about the Company’s Hazard Communication Program will be disseminated to all new employees in the Employee Safety Handbook. All new employees will be trained by their supervisor about hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into the work area.

Company Employee Non-Routine Task Program

Employees performing non-routine tasks can be exposed to chemicals from unusual and unsuspected sources. Written procedures shall be developed for every non-routine task by the supervisor of the employees who will perform the task.

The information will include chemical hazards associated with the performance of the tasks and appropriate protective measures required to perform the task safely. The procedures shall be included in the local copy of the Hazard Communication Program. The Safety and Health Manager will provide advice and guidance upon request.

Closure

Do not eat, drink, chew gum, or apply cosmetics in areas where chemicals are present. Wash hands before and after work activities with chemicals.

Smoking is not allowed in any Company facility.

Do not store or consume food or beverages in areas where chemicals are stored, handled, or used. Glassware or utensils, which are also used for chemical operations, shall not be used with food or beverages. Do not use chemical/laboratory refrigerators for storage of food or beverages.

What questions do you have?

<h2>Chemical Safety Plan-Assessment</h2>
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Name: _____ Date: _____

1) Check all that apply

The Hazard Communication requires the Company to

- _____ provide information about the hazardous chemicals that employees will be exposed to,
- _____ provide employees with personal protective equipment
- _____ provide chemical product labels and other forms of warning,
- _____ have on hand material safety data sheets related to the chemicals,
- _____ train employees and
- _____ have a verbal hazard communication program.

2) Write a list of hazardous chemicals you can be expected to come into contact with at the work place:

a)	d)
b)	e)
c)	f)

3) " _____ " is the name used to describe a prevention strategy in which all unknown substances, blood and potentially infectious materials are treated as if they are, in fact, dangerous, regardless of their source.

4) _____ are required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. shop area, section, etc.) and to update the list as necessary.

5) This inventory list must identify each hazardous chemical by **the primary** _____ **on the label AND the** _____ **of the chemical**

6) True or False

Portable containers of working solutions must be labeled appropriately unless the employee who prepares it intends them for immediate use. Storage of these portable containers may be kept in the kitchen refrigerator.

7) All _____ must be able to interpret the meaning of an MSDS, and be able to locate the MSDS that is applicable to the hazardous chemical within _____ minutes time!

8) True or False

Employees must be trained on the proper safeguards, safe use, and physical and health hazards of hazardous chemicals used on the job before beginning work with those chemicals, and whenever a new hazardous chemical or procedure is introduced into their work area.

9) True or False

All new employees will be trained by *other employees* about hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into the work area.

10) True or False

It is acceptable practice to eat, drink, chew gum, and apply cosmetics in areas where chemicals are present only if you are careful..

Key-Chemical Safety Plan-Assessment

Name: _____ Date: _____

1) Check all that apply

The Hazard Communication requires the Company to

- _____ **provide information about the hazardous chemicals that employees will be exposed to,**
- _____ provide employees with personal protective equipment
- _____ **provide chemical product labels and other forms of warning,**
- _____ **have on hand material safety data sheets related to the chemicals,**
- _____ **train employees, and**
- _____ have a verbal hazard communication program. **(not verbal, but written)**

2) Write a list of hazardous chemicals you can be expected to come into contact with at the work place:

a)	d)
b)	e)
c)	f)

- 3) "**Universal Precautions**" is the name used to describe a prevention strategy in which all unknown substances, blood and potentially infectious materials are treated as if they are, in fact, dangerous, regardless of their source.
- 4) **Supervisors** are required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. shop area, section, etc.) and to update the list as necessary.
- 5) This inventory list must identify each hazardous chemical by **the primary name on the label AND the manufacturer or distributor of the chemical**

6) True or **False**

Portable containers of working solutions must be labeled appropriately unless the employee who prepares it intends them for immediate use. Storage of these portable containers may be kept in the kitchen refrigerator. (First sentence is True, Second sentence is False~Storage in refrigerator is False)

7) All **employees** must be able to interpret the meaning of an MSDS, and be able to locate the MSDS that is applicable to the hazardous chemical within **5 minutes** time!

8). **True** or False

Employees must be trained on the proper safeguards, safe use, and physical and health hazards of hazardous chemicals used on the job before beginning work with those chemicals, and whenever a new hazardous chemical or procedure is introduced into their work area.

9) True or **False**

All new employees will be trained by *other employees* about hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into the work area.

(the supervisor must train employees, not *other employees*)

10) True or **False**

It is acceptable practice to eat, drink, chew gum, and apply cosmetics in areas where chemicals are present only if you are careful..

Do not eat, drink, chew gum, or apply cosmetics in areas where chemicals are present.