

Hazardous Substances Training Record

Workers Name: _____

Date: _____

Items to cover when training and instructing workers who handle and work with Hazardous Substances:

	Trainer	Worker	Date
Health Risks and Safety Issues <ul style="list-style-type: none"> Hazardous properties e.g. flammable, corrosive, toxic Hazardous substances classifications Signs and symptoms of exposure - acute, and chronic Routes of entry into the body e.g. inhalation, oral, dermal (skin) Environmental effects Safety Data Sheets (SDS) – use of and access to Hazardous substance identification e.g. visual, odour 			
Safe Handling, Storage and Disposal <ul style="list-style-type: none"> Storage and segregation requirements / Incompatibilities Process information Safe operating procedures – handling, mixing Safety pre-cautions e.g. equipment, PPE, RPE Documentation e.g. tracking Transportation requirements Disposal 			
Safe use of Equipment <ul style="list-style-type: none"> Containers, tanks, machinery Forklifts Cranes 			
Personal Protective Equipment			
<ul style="list-style-type: none"> Gloves, face shields, aprons, boots, overalls Fit testing of RPE Maintenance, cleaning, storage 			
Emergency Response Plan <ul style="list-style-type: none"> Emergency Response Plan Persons with responsibility – Key personnel Immediate actions required to mitigate or control incident Warning systems e.g. alarms Emergency exits Emergency equipment: spill kits, fire extinguishers, hose reels Assembly points Location of SDSs, site plans and inventory Decontamination procedures and Disposal Site Plan – hazardous and controlled zones 			
Monitoring <ul style="list-style-type: none"> Exposure monitoring Health monitoring 			
Workers Obligations <ul style="list-style-type: none"> Follow safe operating procedures Responsibility for self Ensure actions do not harm others 			
Refresher training			
New Hazardous Substances introduced			
Notes:			

