

Facility Name: _____

Address: _____

City: _____ Zip: _____

Office Use Only	
Facility #	_____
PR #	_____
Initials	_____
Date Reviewed	_____

YEARLY HAZARDOUS MATERIALS EMPLOYEE
TRAINING DOCUMENTATION

THE FOLLOWING EMPLOYEES HAVE RECEIVED TRAINING COVERING ITEMS "A" THROUGH "H":

- A. Methods of safe handling of hazardous materials stored at your business, including familiarity with the characteristics and hazards of each material and measures employees can take to protect themselves from chemical hazards;
- B. Procedures for coordination with local emergency response organizations;
- C. Proper use of personal protective equipment;
- D. The prevention, abatement, and mitigation procedures you have developed for your business and explained in the HMBEP, including proper use of emergency equipment and supplies;
- E. The emergency evacuation plans you have developed, the notification procedure used to alert people to evacuate, and the closest location to obtain appropriate emergency medical care;
- F. Procedures to coordinate with and assist the local emergency personnel that may respond to your business;
- G. Who and how to call for immediate assistance in the event of an accident involving hazardous materials;
- H. Procedures for ensuring that appropriate personnel receive initial and refresher training.

EMPLOYEE NAME (PRINT)	EMPLOYEE SIGNATURE	DATE	INSTRUCTOR
1.			
2.			
3.			
4.			
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12.			