**Example of training documentation**

**1. Hazard communication training statement**

I have received training on the Hazard Communication OSHA Standard 1910.1200, specifically:

* I am aware of the company-written hazard communication plan and its location, and I know that I may see the written plan by asking my supervisor.
* I am aware of the list of hazardous chemicals used in my workplace and that I may see the list and any safety data sheet (SDS) by asking my supervisor.
* I am aware that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible for the overall conduct of the hazard communication program.
* I am aware that I have the right to have any SDS shown and explained to me for all hazardous materials with which I work.
* I understand that I am to report any spill of any hazardous material to my supervisor.
* I understand that I am to report any unlabeled containers to my supervisor.
* I understand that I am to take all proper precautions with chemicals, including proper use of personal protective equipment, storage, transfer, use, and disposal.
* I understand the labeling system used to identify hazardous material.

**Find the SDS and identify the proper PPE for the following practice chemical:**

**Practice chemical:** **\_\_\_\_\_\_\_\_\_\_\_ Identify the** **proper PPE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Employee signature Date Supervisor signature Date**

**2. Safety training follow-up questions**

1. To whom and when should I report an accident/incident?

1. What are the three primary hazards in my work area?

1. Where do I go in the event of an emergency?
2. Which PPE is required for my job?
3. Where do I go for first-aid treatment?

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**Employee signature Date Supervisor signature Date**