Appendix B

University of Florida
Hazard Communication Program
Training Record
(Keep in the workplace)

1. Name______________________________________________

2. UFID______________________________________________

3. Department________________________________________

4. Supervisor________________________________________

5. Training date_______________________________________

6. I have been trained regarding the hazardous materials in my workplace by the trainer listed below:

____________________________________________________________________

7. I understand the following:
   a. I must be trained regarding the hazardous chemicals in my workplace upon initial assignment and whenever a new chemical is introduced into my workplace.
   b. I must understand the characteristics and physical hazards of the hazardous chemicals in my workplace.
   c. I may obtain a copy of the Safety Data Sheet (SDS) for each hazardous chemical to which I am, have been, or may be exposed to in my workplace.
   d. I understand the adverse health effects of each listed hazardous chemical with which I work in my workplace.
   e. I have access to the UF Hazard Communication Program including site specific information for my workplace.

2. I have been furnished with instruction on the HCP and the nature and effects of the hazardous chemicals listed on the attached chemical inventory for Room(s)_________________, Building________________. I acknowledge that I have been instructed in the following areas with regard to the inventoried hazardous chemicals to which I am exposed:
   a. The chemical and common names of the hazardous chemical.
   b. The location of the hazardous chemicals and the operations involving them in my work area.
   c. The proper and safe handling of the hazardous chemicals.
   d. The location of the HCP, SDS, and chemical inventory.
   e. Methods used to detect the presence or release of hazardous chemicals.
   f. The physical and health hazards of the chemicals in my work area.
   g. Methods to protect myself from exposure to hazardous chemicals.
   f. Appropriate emergency procedures.
   g. An explanation of the chemical labeling system.
   h. How to obtain and use hazard information.

Signature of Employee Date Signature of Supervisor Date

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