Hazard Communication Program
Employee Training Record

**New Hazard or Non-Routine Hazard**

Unit/Department:___________________________ Supervisor:________________________________

When a new hazardous chemical is introduced into the work area, or if employee duties involve chemical hazards from a non-routine task, the department must provide unit-specific training that includes:

**Check appropriate hazard category(ies):**

[ ] New Hazard:

1) Advising employees about operations where they may come into contact with the new hazardous chemical;
2) An explanation of where and how to access the Safety Data Sheets (SDSs) for the new hazard;
3) A discussion of the label elements on a container of the hazardous chemical;
4) Methods and observations that may be used to detect the presence or release of the hazardous chemical; and,
5) The measures employees can take to protect themselves from the new hazard, including such items as engineering controls, personal protective equipment (PPE), appropriate work practices, and emergency procedures;

[ ] Hazards of a Non-Routine Task:

1) Completion of a Job Hazard Analysis;
2) Potential hazards of the activity;
3) Review of the SDS for any hazardous chemical used in the non-routine task; and
4) Review of safety precautions that should be taken while completing the task.

My signature below indicates I have received this training.

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*University of Idaho*  
*Hazard Communication Program*  
*New Hazard/Non-Routine Hazard Training Record*  
*September 2015*