

TRAVISTILLEY.COM / TRAINING CENTER

Hazard Communication / GHS

INSTRUCTOR + PRINT PACKET

AUDIENCE	EST. TIME	REFERENCE
Employees exposed to hazardous chemicals	35-45 min	29 CFR 1910.1200

IMPORTANT USE NOTE

General HazCom instruction. Employer training must address the chemicals/hazards in the employee work area and the location/accessibility of the written program and SDSs.

What is inside this packet

- Instructor quick-start and site-specific preparation checklist
- Slide-by-slide trainer guide with discussion prompts
- Employee handout / key takeaways
- Printable 10-question knowledge check
- Separate answer key and coaching notes
- Attendance record
- Practical / workplace evaluation checklist
- Certificate wording and completion record
- Primary regulatory/source reference

Run a strong session without overcomplicating it.

1. PREPARE	Review the deck and packet. Insert your procedures, equipment, routes, photos, emergency contacts and site rules.
2. PRESENT	Use the PowerPoint/PDF on a screen. Pause for discussion rather than reading every bullet.
3. CHECK	Give the knowledge check. Review missed items and coach to the expected decision.
4. VERIFY	Complete required hands-on or workplace-specific practice/evaluation with an appropriate trainer/evaluator.
5. DOCUMENT	Use the attendance record, evaluation and certificate only after required training elements are complete.

BEFORE EMPLOYEES WORK

General HazCom instruction. Employer training must address the chemicals/hazards in the employee work area and the location/accessibility of the written program and SDSs.

Learning objectives

- Use labels, pictograms, signal words and hazard statements
- Navigate a 16-section Safety Data Sheet
- Recognize exposure routes, protective measures and emergency actions
- Know where the employer HazCom program, chemical list and SDSs are located

1. HazCom is an information system

- The program connects chemical classification, labels, SDSs and employee training.
- Employees need information at initial assignment and when new chemical hazards are introduced.

DISCUSSION PROMPT

Where could this fail here?

2. Reading a shipped-container label

- Product identifier links the label to the SDS.
- Signal word indicates relative severity.
- Pictograms, hazard statements and precautionary statements describe hazards and controls.

DISCUSSION PROMPT

What control do we use?

3. Workplace labels

- Secondary/workplace containers need compliant identification/warning under the employer system.
- Never use an unlabeled chemical container unless the employer's limited immediate-use exception truly applies.

DISCUSSION PROMPT

What would make you stop?

4. Safety Data Sheets

- Know how to find hazard identification, first aid, fire-fighting, spill, handling/storage, exposure controls/PPE and physical properties.
- SDSs must be readily accessible during the work shift.

DISCUSSION PROMPT

Where could this fail here?

5. Exposure and controls

- Understand inhalation, skin/eye contact, ingestion and injection routes.
- Use engineering controls, safe work practices and PPE identified by the employer.
- Know how to detect release using odor/appearance/monitoring only as appropriate.

DISCUSSION PROMPT

What control do we use?

6. Spill and emergency response

- Employees need to know what they are authorized to handle versus when to evacuate/report.
- Follow site alarm, spill kit and emergency-response procedures.
- Do not improvise chemical response without training and equipment.

DISCUSSION PROMPT

What would make you stop?

Stop-work / red-flag conditions

- Unlabeled or unknown container
- SDS cannot be accessed during the shift
- Chemical transferred to an incompatible container
- Employee does not know the emergency reporting/evacuation action

SCENARIO

A worker finds a spray bottle with clear liquid and no label. A coworker says, "It is probably glass cleaner." What should happen?

RECOMMENDED RESPONSE

Do not use the unknown chemical. Isolate/report it and follow the employer procedure to identify and label or dispose of it safely.

Make it site-specific

- Show the written HazCom program and chemical inventory
- Show how to access SDSs, including backup access if electronic
- Review actual workplace chemicals, labels and pictograms
- Cover spill/emergency procedures and task-specific PPE/controls

Hazard Communication / GHS

KEEP THIS PAGE

Key decisions to remember

HazCom is an information system: The program connects chemical classification, labels, SDSs and employee training.

Reading a shipped-container label: Product identifier links the label to the SDS.

Workplace labels: Secondary/workplace containers need compliant identification/warning under the employer system.

Safety Data Sheets: Know how to find hazard identification, first aid, fire-fighting, spill, handling/storage, exposure controls/PPE and physical properties.

Exposure and controls: Understand inhalation, skin/eye contact, ingestion and injection routes.

Spill and emergency response: Employees need to know what they are authorized to handle versus when to evacuate/report.

Stop and get help when...

- Unlabeled or unknown container
- SDS cannot be accessed during the shift
- Chemical transferred to an incompatible container
- Employee does not know the emergency reporting/evacuation action

Our site-specific information

- ☐ Show the written HazCom program and chemical inventory
- ☐ Show how to access SDSs, including backup access if electronic
- ☐ Review actual workplace chemicals, labels and pictograms
- ☐ Cover spill/emergency procedures and task-specific PPE/controls

Employee notes:

Hazard Communication / GHS - Knowledge Check

Employee: _____ Date: _____

1. HazCom communicates chemical hazards through:

- ☐ A. Labels, SDSs, a written program and employee training
- ☐ B. Color coding only
- ☐ C. Annual posters only
- ☐ D. Verbal warnings only

2. The signal word on a GHS label is typically:

- ☐ A. Danger or Warning
- ☐ B. Stop or Go
- ☐ C. Safe or Unsafe
- ☐ D. Red or Yellow

3. An SDS should be:

- ☐ A. Readily accessible during each work shift
- ☐ B. Kept only at corporate office
- ☐ C. Available only to supervisors
- ☐ D. Destroyed after training

4. A product identifier helps:

- ☐ A. Link the label and SDS to the chemical
- ☐ B. Set the purchase price
- ☐ C. Show employee ownership
- ☐ D. Determine shift assignment

5. An unlabeled mystery chemical should be:

- ☐ A. Not used until properly identified and handled under employer procedure
- ☐ B. Used carefully
- ☐ C. Smelled to identify it
- ☐ D. Mixed with water

Score: _____ / 10 Passing requirement / retraining criteria:

6. HazCom training is required when:

- ☐ A. Employees are initially assigned and when new chemical hazards are introduced
- ☐ B. Only every five years
- ☐ C. Only after a spill
- ☐ D. Only for supervisors

7. SDS Section 8 generally addresses:

- ☐ A. Exposure controls/personal protection
- ☐ B. Transportation only
- ☐ C. Ecological information only
- ☐ D. Supplier billing

8. Chemical protection should include:

- ☐ A. Controls and PPE appropriate to the hazard and task
- ☐ B. Any gloves available
- ☐ C. Only safety glasses
- ☐ D. Only ventilation if convenient

9. Employees should know:

- ☐ A. Where the written program, chemical list and SDSs are available
- ☐ B. Only the chemical brand
- ☐ C. Only the supplier name
- ☐ D. Only the pictogram shape

10. This generic course replaces training on the actual chemicals in the work area.

- ☐ A. False
- ☐ B. True

Employee signature: _____

Answer key + coaching notes

- 1. A - Labels, SDSs, a written program and employee training** | HazCom communicates chemical hazards through:
- 2. A - Danger or Warning** | The signal word on a GHS label is typically:
- 3. A - Readily accessible during each work shift** | An SDS should be:
- 4. A - Link the label and SDS to the chemical** | A product identifier helps:
- 5. A - Not used until properly identified and handled under employer procedure** | An unlabeled mystery chemical should be:
- 6. A - Employees are initially assigned and when new chemical hazards are introduced** | HazCom training is required when:
- 7. A - Exposure controls/personal protection** | SDS Section 8 generally addresses:
- 8. A - Controls and PPE appropriate to the hazard and task** | Chemical protection should include:
- 9. A - Where the written program, chemical list and SDSs are available** | Employees should know:
- 10. A - False** | This generic course replaces training on the actual chemicals in the work area.

COACHING RULE

Do not treat a passing written score as proof of hands-on competency. Retrain missed critical concepts and complete workplace-specific verification where required.

Attendance + completion record

Course: Hazard Communication / GHS

Date: _____ Instructor: _____ Department / Location: _____

Employee Printed Name	Employee Signature	Job / Department	Date

Site-specific topics / notes:

Can the employee apply it?

Employee: _____ Evaluator: _____ Date: _____

Evaluation Item	Meets	Coach	N/A
Finds an SDS for a workplace chemical	☐	☐	☐
Identifies product identifier/signal word/pictograms	☐	☐	☐
Finds first-aid and PPE information on SDS	☐	☐	☐
Explains secondary-container labeling	☐	☐	☐
Describes site spill/reporting action	☐	☐	☐
Identifies required PPE/controls for example task	☐	☐	☐

Comments / coaching:

Result: ☐ Competent for evaluated task (subject to employer authorization) ☐ More training/practice needed

Evaluator signature: _____ Employee signature: _____

CERTIFICATE OF TRAINING

This certifies that

completed the formal / awareness training portion of
Hazard Communication / GHS

Date: _____ Instructor: _____
Employer / Location: _____

General HazCom instruction. Employer training must address the chemicals/hazards in the employee work area and the location/accessibility of the written program and SDSs.

Regulatory / source reference

Primary reference: 29 CFR 1910.1200

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200>

Before delivery

- Confirm current OSHA and applicable state-plan requirements
- Confirm manufacturer instructions and employer procedures
- Insert workplace-specific hazards, controls, emergency contacts and rules
- Use competent/qualified trainers or evaluators where required
- Complete practical/workplace training and authorization requirements where applicable
- Retain training records according to employer and regulatory requirements

FINAL REMINDER

General HazCom instruction. Employer training must address the chemicals/hazards in the employee work area and the location/accessibility of the written program and SDSs.