



**THE OHIO STATE UNIVERSITY  
COLLEGE OF BIOLOGICAL SCIENCES  
WRITTEN HAZARD COMMUNICATION PLAN  
APPENDIX E**

**HAZARD COMMUNICATION TRAINING REQUIREMENTS**

**GENERIC REQUIREMENTS FOR HAZARD COMMUNICATION TRAINING**

BELOW IS AN OUTLINE OF THE INFORMATION THAT IS COVERED IN THE GENERIC TRAINING FOR HAZARD COMMUNICATION [29CFR1910.1200] IN THE CLASS GIVEN BY THE OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY.

**GENERIC TRAINING TOPICS:**

|  |   |
|--|---|
| <p>1. HISTORY OF THE HAZARD COMMUNICATION STANDARD (FEDERAL AND STATE)</p> <p>2. ELEMENTS OF THE HAZARD COMMUNICATION STANDARD</p> <p>WRITTEN HAZARD COMMUNICATION PROGRAM<br/>CONTAINER LABELING<br/>MATERIAL SAFETY DATA SHEETS<br/>TRAINING REQUIREMENTS</p> <p>3. WRITTEN HAZARD COMMUNICATION PROGRAM</p> <p>CHEMICAL INVENTORY<br/>NON-ROUTINE TASKS<br/>MULTI-EMPLOYER WORKSITES<br/>"RIGHT TO KNOW CENTER"</p> <p>4. BACKGROUND</p> <p>WHAT ARE CHEMICALS?<br/>WHAT ARE HAZARDOUS CHEMICALS?</p> <p>5. HAZARDOUS CHEMICALS - TERMINOLOGY</p> <p>PHYSICAL HAZARD CLASSES<br/>HEALTH HAZARD CLASSES</p> <p>6. WHEN CAN A HAZARDOUS CHEMICAL CAUSE HARM?</p> <p>EXPOSURE</p> <p>7. ROUTES OF ENTRY</p> <p>INHALATION<br/>INGESTION<br/>ABSORPTION</p> | <p>8. DETECTION OF CHEMICALS</p> <p>SENSES<br/>SYMPTOMS<br/>MONITORING</p> <p>9. PERSONAL PROTECTIVE EQUIPMENT</p> <p>10. LABELS</p> <p>WHAT THEY CONTAIN<br/>COMMON TYPES</p> <p>11. MATERIAL SAFETY DATA SHEETS (MSDS)</p> <p>WHAT THEY CONTAIN</p> <p>12. EMERGENCY PROCEDURES (GENERIC)</p> <p>MEDICAL<br/>FIRE<br/>CHEMICAL SPILLS</p> <p>13. SAFE WORK PRACTICES (GENERIC)</p> <p>14. REVIEW: RESPONSIBILITIES</p> <p>MANUFACTURER<br/>EMPLOYER (THE ADMINISTRATIVE UNIT)<br/>EMPLOYEES</p> |
|--|---|

**THE OHIO STATE UNIVERSITY  
COLLEGE OF BIOLOGICAL SCIENCES  
WRITTEN HAZARD COMMUNICATION PLAN  
APPENDIX E**

**HAZARD COMMUNICATION TRAINING REQUIREMENTS**

**SPECIFIC REQUIREMENTS FOR HAZARD COMMUNICATION TRAINING**

THE OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY (OEHS) PROVIDES GENERIC TRAINING FOR THE HAZARD COMMUNICATION STANDARD (HCS: DESIGNATION 29CFR1910.1200) COVERING THE BASIC TENETS OF THE STANDARD. HOWEVER, THERE ARE ADDITIONAL REQUIREMENTS WHICH ARE THE RESPONSIBILITY OF EACH ADMINISTRATIVE UNIT AND WHICH ARE REFERRED TO AS "SPECIFIC REQUIREMENTS" (SEE BELOW).

NOTE: IT MAY BE POSSIBLE TO COMBINE BOTH THE GENERIC AND SPECIFIC TRAINING IN ONE SESSION, WITH OEHS PROVIDING GENERIC TRAINING AND THE OSHA COORDINATOR OR DESIGNEE PROVIDING THE SPECIFIC TRAINING. IN ADDITION, PROVISIONS SHOULD BE MADE FOR EMPLOYEES WITH SPECIAL NEEDS, E.G. LANGUAGE OR READING DEFICIENCIES.

**SPECIFIC TRAINING TOPICS:**

- LOCATION AND CONTENT OF THE "RIGHT TO KNOW" CENTER  
WRITTEN HAZARD COMMUNICATION PROGRAM  
NON-ROUTINE TASKS (IF APPLICABLE)  
CONTRACTOR ISSUES (IF APPLICABLE)  
CHEMICAL INVENTORY  
MATERIALS SAFETY DATA SHEETS (MSDS)  
HAZARD COMMUNICATION STANDARD
- LABELING PRACTICES SPECIFIC TO THE ADMINISTRATIVE UNIT (IF APPLICABLE)  
  
HOW "IN-HOUSE" CONTAINERS ARE TO BE LABELED  
SPECIFIC LABELING SYSTEMS  
WHAT TO DO IF A LABEL IS MISSING OR DEFACED
- SHIPPING PRACTICES: HOW HAZARDOUS CHEMICALS ARE TO BE SHIPPED (IF APPLICABLE)  
  
MATERIAL SAFETY DATA SHEETS (MSDS)  
LABELING
- SPECIFIC EMERGENCY PROCEDURES:  
  
CALLING FOR HELP  
CHEMICAL SPILLS  
FIRE PROCEDURES  
MEDICAL EMERGENCIES  
REQUIRED PERSONNEL PROTECTIVE EQUIPMENT (PPE) (IF APPLICABLE)  
EVACUATION ROUTES  
SPECIFIC WORK PRACTICES OR PROCEDURES (E.G. WASTE DISPOSAL, STANDARD OPERATING PROCEDURES (SOP'S))
- CHEMICAL INVENTORY  
  
HAZARD CLASSES
- SPECIFIC OPERATIONS WHERE HAZARDOUS CHEMICALS ARE PRESENT (IF APPLICABLE)
- CHEMICAL MONITORING (IF APPLICABLE)

IT IS RECOMMENDED THAT HAZARD COMMUNICATION TRAINING BE IMPLEMENTED AS A CONTINUOUS ACTIVITY TO REINFORCE THE INFORMATION INCLUDED IN THIS TRAINING.