

The following guidelines will be used in meeting the goals of St. Maries Joint School District No. 41 Chemical Hazards Training program.

1. Prepare Objectives

- A. Develop safety attitude;
- B. Make employees aware of the hazardous chemicals;
- C. Motivate employees to protect themselves by preventing exposure to hazardous chemicals;
- D. Learn to read and understand labels and Material Safety Data Sheets (MSDS's); and
- E. Make employees aware of the Hazard Communication Standard.

2. Design Training Program

- A. Identify what and where hazardous chemicals are found in the work area;
- B. The nature (odor or visual appearance) and hazard of the chemical, including local and systemic toxicity;
- C. The specific nature of the operation involving hazardous chemicals that might result in employee exposure;
- D. Specific information to aid the employee in the recognition and evaluation of conditions and situations which may result in the release of hazardous chemicals;
- E. Purpose for and description of detection or monitoring devices;
- F. The purpose for and application of specific first aid procedures and practices;
- G. The type, use, and limitations of personal protective equipment. This includes location and availability; and
- H. Review of the Hazard Communication Standard.

3. Techniques Used in the Training Program

- A. Handout materials;

- B. Audio visual - example of labels and Material Safety Data Sheets;
 - C. Demonstration of protective equipment; what it is, how to wear it, where it is located;
 - D. Tests or quizzes; and
 - E. Attendance records;
4. Assessing effectiveness
- A. Were training objectives met?
 - B. What parts of the training program need to be revised?
 - C. What parts of the program were already known and consequently unnecessary?
 - D. What material was confusing?
 - E. What material was missing?
 - F. How often should training be repeated?
 - G. What did the employee learn and/or fail to learn?

Policy Cross Reference:

Legal Reference:

Policy History:

Adopted: 08/10/1987
Reviewed: 12/03/2008