

# Employee Training

**The Hazard Communication Standard or HCS** is the OSHA rule designed to inform employees of the hazards and the identities of workplace chemicals to which they are exposed.

A change coming in the U.S. for safety compliance is the **Globally Harmonized System (GHS) of Classification and Labeling of Chemicals**. This simply means that the material safety data sheet (MSDS) for chemicals will look the same in all nations across the globe. It is the agreed United Nation's standard.

What is new is the format of the MSDS changing to the global standard and becoming known as **Safety Data Sheets or SDS** which look similar to MSDS and contain the same information but will uniformly convey that information in all languages augmented by the use of universally accepted hazard pictograms.

A written Hazard Communication Plan has been developed for this facility to ensure the safety of employees by identifying chemical hazards in the workplace and to maintain important information about those chemicals.

A copy of the written plan is available for each employee to review during this training event and at any time desired. A copy is kept in the MSDS binder as discussed below. (SHOW THE SDS BINDER TO EMPLOYEES)

The Hazardous Communication Program has three important components with records of each retained in the MSDS binder:

**1) An Inventory list of hazardous chemicals at this salvage yard.**

The inventory list of chemicals at the facility is kept in the front of the SDS binder. Employees are asked to help identify products used in the shop that may need an SDS. Everyone must work together to keep each other safe.

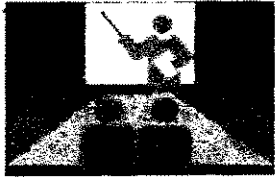
**2) Safety Data Sheet (SDS) and labels for each hazardous chemical.**

An MSDS or SDS is an informational sheet used to communicate hazardous characteristics of chemicals found in the workplace. The MSDS/SDS and container labeling are vital resource for handling those chemicals in an emergency situation. Labels are not removed from any container or defaced in any manner. New SDS compliant labels will be used on products as the GHS format Safety Data Sheet become available.

**3) A written hazard communication program.**

Employees will be trained on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This will ensure that employees have the necessary information prior to exposure to prevent the occurrence of adverse health effects. Retraining will be done when a new hazard is introduced into the work area, not a new product.





Safety Subscription  
Employee Training Record  
**Hazard Communication Standard (HCS)**  
**Globally Harmonized System (GHS)**

Date of Session: \_\_\_\_\_ Time: \_\_\_\_\_

Trainer: \_\_\_\_\_ Topic: 29 CFR 1910.1200 9(e)

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Employees Attending (names, printed):

Signature:

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