



ACC Employee Hazard Communication Training Record

I hereby acknowledge receipt of the Austin Community College Hazard Communication Program Training, which includes the following:

General and Chemical Safety Training

1. _____ Information on interpreting MSDSs and labels, and the relationship between the two methods of hazard communication;
2. _____ General methods of obtaining MSDSs at ACC;
([http:// www.austincc.edu/ehs/ehs.html](http://www.austincc.edu/ehs/ehs.html)—Web Safety Links—MSDS)¹
3. _____ Generic information on hazardous chemicals;
 - a) hazards associated with chemical hazard groups including acute and chronic effects
(<http://www.austincc.edu/ehs/HAZCOM.html>—Chemical Category List)¹
 - flammables _____ toxics _____
 - corrosives _____ reactives _____
 - b) methods for identifying specific chemicals within each chemical hazard group (e.g., DOT labels, NFPA 704 System, chemical container labels);
 - c) safe handling procedures, including proper storage and separation of incompatibles;
(<http://www.austincc.edu/ehs/HAZCOM.html>—Incompatible Chemicals)¹ or (<http://www.c-f-c.com/charts/chemchart.htm>)
4. _____ Proper use of appropriate protective equipment to minimize exposure to hazardous chemicals;
(<http://www.austincc.edu/ehs/HAZCOM.html>—Personal Protective Equipment /Assessment and Glove Selection)¹
5. _____ First aid treatment to be used with respect to the hazardous chemicals;
(<http://www.austincc.edu/ehs/HAZCOM.html>—Chemical Category List)¹
6. _____ General instructions on spill cleanup procedures and proper disposal of hazardous chemicals.

Employee Name (Print)	Employee Signature	Date
Instructor Name (Print)	Instructor Signature	Date

Work Area Specific Training

7. _____ Information on hazardous chemicals known to be present in the employees work area and to which the employees may be exposed, including:
 - a) location within the work area
 - b) specific hazards, including acute and chronic effects
 - c) safe handling procedures
8. _____ work area location of MSDSs, or procedures for obtaining MSDSs
9. _____ how to obtain and use appropriate personal protective equipment and first aid treatment to be used with respect to the hazardous chemicals;
10. _____ instructions on spill cleanup procedures, and proper disposal of hazardous chemical specific to that work area.

Employee Name (Print)	*Employee Signature	Date
Instructor Name (Print)	Instructor Signature	Date
Employee Workplace (campus)	Employee Department	

¹These Web sites are only accessible through the ACC Intranet.

*The employee is responsible for ensuring that this completed form is given to their Safety Coordinator.